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SAN FRANCISCO
BOARD OF SUPERVISORS

GOVERNMENT EFFICIENCY
AND LABOR COMMITTEE

MINUTES

This volume includes Calendars and Budget Analyst Memoranda.
Minutes of the meetings in this volume are not available.

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CITY AND COUNTY

OF SAN FRANCISCO



BOARD OF SUPERVISORS

BUDGET ANALYST

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April 1, 1994

TO: // Government Efficiency and Labor Committee
FROM: // Budget Analyst
SUBJECT: April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of March 15, 1994.

Department: Public Utilities Commission (PUC)
Municipal Railway (Muni)

Items: Resolution authorizing the Public Utilities Commission to apply for, accept, and expend \$3,903,020 from FY 1994-95 State Transit Capital Improvement Funds, and an equal amount of local matching funds to provide financing for six Municipal Railway projects.

Amount: \$3,903,020

Source of Funds: State Transit Capital Improvement Funds

Grant Period: July 1, 1994 through June 30, 1995

Description: Ms. Gail Bloom of PUC Finance advises that in the interim period between the time the proposed resolution was drafted and the present, the PUC has revised the number of projects to receive funding based on reduced levels of funding from the State grantor. The PUC originally anticipated funding six MUNI projects with \$3,903,020. However, the PUC now intends to fund five MUNI projects with a revised level of funding of \$3,429,020, or \$474,000 less than originally

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anticipated. The PUC reports that these projects are included in the MUNI Short Range Transit Plan and the San Francisco Congestion Management Plan. The five projects and anticipated funding levels are as follows:

<u>Project</u>	<u>Amount</u>
1. Diesel Bus Rehabilitation	\$112,500
2. Trolley Bus Replacement	1,323,520
3. Trolley Overhead Rehabilitation	118,000
4. Muni Metro Accessibility	125,000
5. Subway Signal System Replacement	<u>1,750,000</u>
Total	\$3,429,020

Diesel Bus Rehabilitation - \$112,500

This project provides for the phased rehabilitation of the 100 articulated diesel coaches which were placed into service in 1984, and which will have to operate beyond their useful life of 12 years. The proposed grant funds of \$112,500 would be expended as follows:

Design and Project Management (MUNI)	\$5,444
Consultant Services *	8,438
Equipment Rehabilitation *	95,625
Indirect Costs	<u>2,993</u>
Total	\$112,500

* The PUC advises that, as of the writing of this report, they have not selected a consultant to provide the consultant services and have not selected a vendor to rehabilitate the 100 articulated diesel coaches (see Comment 2).

Trolley Bus Replacement - \$1,323,520

This request would support the phased purchase of up to 235 standard-sized trolley coaches. According to the PUC, to assure their acquisition by the end of 1997-98, the proposed capital funds should be available at this time. The PUC advises that this request supports the third phase of the Trolley Bus Replacement Project. The total Trolley Bus Replacement Project cost is approximately \$320 million. Prior funding for this project totals \$85.5 million from various Federal, State and local sources.

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The PUC advises that \$99,264 of the requested \$1,323,520, would be used to supplement an existing contract for consultant services with Booz-Allen & Hamilton. The existing contract with Booz-Allen & Hamilton is for \$1,207,000. According to the PUC, Booz-Allen & Hamilton, which is neither an MBE or WBE firm, was selected through its Request for Proposal Process. Booz-Allen & Hamilton is developing trolley bus specifications for purposes of procurement in connection with the Trolley Bus Replacement Project. The proposed grant funds of \$1,323,520 would be expended as follows:

Design and Project Management	\$64,041
Consultant Services	99,264
Trolley Bus Purchases *	1,124,992
Indirect Costs	<u>35,223</u>
Total	\$1,323,520

* The PUC advises that, as of the writing of this report, they have not selected a vendor to provide the new trolley buses and therefore cannot provide contract details.

Trolley Overhead Rehabilitation - \$118,000

This project consists of design reconstruction of the MUNI's 200-mile trolley overhead system. The rehabilitation includes replacement of deteriorated trolley wires, poles, switches and other equipment. The result of the rehabilitation will be increased transit speeds, improved reliability and enhanced efficiency. The proposed grant funds of \$118,000 would be expended as follows:

Design and Project Management (MUNI)	\$9,568
Construction *	100,300
Indirect Costs	<u>8,132</u>
Total	\$118,000

* The PUC advises that, as of the writing of this report, they have not selected a contractor to provide construction work for the Trolley Overhead Construction Project.

Muni Metro Accessibility - \$125,000

This project provides for additional accessibility improvements for the surface and underground operation of the MUNI Metro Light Rail Vehicle (LRV) service and includes the design and construction of accessibility improvements to aid the physically challenged MUNI riders. The proposed grant funds in the amount of \$125,000 would be expended as follows:

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BUDGET ANALYST

Design and Project Management (MUNI)	\$10,135
Consultant Service *	6,250
Construction *	100,000
Indirect Costs	<u>8,615</u>
Total	\$125,000

* The PUC advises that, as of the writing of this report, they have not selected a consultant to provide the consultant services or a contractor to provide construction work for the MUNI Metro Accessibility Project (see Comment 2).

Subway Signal System Replacement - \$1,750,000

This project will modernize the signal system in the MUNI Metro subway with a system that provides greater safety and allows for shorter time periods between arriving trains. This project is underway with the installation of on-board and wayside computers and an upgraded central control computer. The PUC reports that the total estimated cost of this project is \$68 million. Prior funding for this project is approximately \$37.4 million from various Federal, State and local sources.

The PUC advises that contractors have been selected, through the Department's competitive bid and Request for Proposal processes, to provide design, engineering, testing and construction services. The firm selected to provide the design, engineering and testing is Booz-Allen & Hamilton. According to the PUC, Booz-Allen & Hamilton, which is neither an MBE or a WBE, has committed to a goal of 30 percent DBE participation on the contract. Alcatel Canada, a firm located in Canada, was selected to perform the construction work. The PUC advises that Alcatel has committed to a goal of 15 percent DBE participation on the contract. The proposed grant funds of \$1,750,000 would be expended as follows:

Design and Project Management (MUNI)	\$47,297
Consultant Service	262,500
Construction	1,400,000
Indirect Costs	<u>40,203</u>
Total	\$1,750,000

Required Match: \$3,429,020 (to be provided from sales tax revenues from the San Francisco Transportation Authority)

Indirect Costs: \$43,355 (see Comment 3)

- Comments:**
1. As noted previously, the PUC originally anticipated funding six MUNI projects with \$3,903,020. However, the PUC now intends to fund five MUNI projects with \$3,429,020. Therefore, the proposed resolution should be amended to authorize the PUC to apply for, accept and expend \$3,429,020 from 1994-95 State Transit Capital Improvement Funds to fund five Municipal Railway projects, including an equal amount of local matching funds.
 2. As discussed above, the PUC has not yet selected a consultant to provide consultant services (\$8,438) or selected a contractor to rehabilitate the 100 articulated diesel coaches (\$95,625). The PUC also has not yet selected the consultant to provide consultant services (\$6,250) or selected a contractor to provide construction work (\$100,000) for the MUNI Metro Accessibility Project. However, these two projects and the Subway Signal Replacement Project are also designated for funding in Item 1b of this report (File 94-93-3). The funds included in the proposed resolution (File 94-94-1) of \$112,500 for Diesel Bus Rehabilitation, \$125,000 for Muni Metro Accessibility and \$1,750,000 for the Subway Signal System Replacement are included in Item 1b of this report (File 94-93-3) as a ten percent local match of the total project funding. Therefore, in order to avoid placing the same funds on reserve twice, any funds reserved for these three projects under Item 1b of this report (File 94-93-3) should not also be placed on reserve under the proposed resolution (File 94-94-1).
 3. This same logic applies to indirect costs for the City. Although the aggregate indirect costs associated with the above-mentioned projects total \$95,166, the combined indirect costs of \$51,811 for Diesel Bus Rehabilitation, Muni Metro Accessibility and Subway Signal System Replacement have already been accounted for in Item 1b of this report (File 94-93-3), which includes a total of \$518,116 in indirect costs. Thus, indirect costs in addition to the \$518,116 in Item 1b of this report will be \$43,355 (\$95,166 less \$51,811).
 4. As previously noted, the PUC has not yet selected a vendor to provide new trolleys (\$1,124,992) for the Trolley Bus Replacement Project. The PUC also has not selected a contractor to provide construction work (\$100,300) associated with the Trolley Overhead Rehabilitation Project. As such, the proposed resolution should be amended to place a total of \$1,225,292 of the \$3,429,020 on reserve pending the selection of the contractors, the MBE/WBE status of the contractors and the contract cost details.

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5. A grant summary for the proposed grant funds, as prepared by the PUC, is attached.

6. The PUC has prepared a Disability Access Checklist for the proposed grant projects which is on file with the Clerk of the Board.

Recommendations:

1. Amend the proposed resolution to authorize the PUC to apply for, accept and expend \$3,429,020 to fund five MUNI projects instead of \$3,903,020 to fund six MUNI projects.
2. Amend the proposed resolution to reserve \$1,225,292 in accordance with Comment No. 4 above.

Number 94-94-1Attachment
Page 1 of 2**GRANT APPLICATION INFORMATION FORM**

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 40 PUC / 35 MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2563

Project Title: Transit Capital Improvements grant applications for five capital projects

Grant Source: TCI 94/95 funds thru CTC

Proposed (New / Continuation) Grant Project Summary:

1. Motor Bus Rehabilitation
2. Subway Signal System Replacement (ATCS)
3. Trolley Overhead Reconstruction
4. Trolley Coach Replacement
5. Muni Metro Accessibility

Amount of Grant Funding Applied for: \$3,429,020

Maximum Funding Amount Available: Not Applicable

Required Matching Funds: \$3,429,020

Number of Positions Created and Funded: Not Applicable

Amount to be Spent on Contractual Services: \$578,653

Will Contractual Services be put out to Bid? Yes

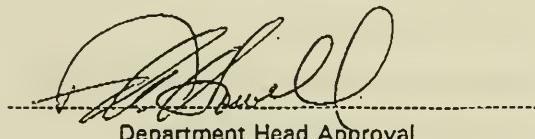
Application Information Form

Attachment
Page 2 of 2

Term of Grant: Not Applicable

Date Department Notified of Available funds: Not Applicable

Application Due Date: Not Applicable



A handwritten signature in black ink, appearing to read "J. Howell". It is positioned above a horizontal dashed line.

Department Head Approval

Memo to Government Efficiency and Labor Committee
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Item 1b - File 94-93-3

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 18, 1993.

Department:	Public Utilities Commission (PUC) Municipal Railway (MUNI)						
Item:	Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$7,065,199 in Federal Section 9 Operating Assistance, \$22,949,793 of Federal Section 9 Capital Assistance, and \$5,736,977 from various local match sources such as from the State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds, such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco Funds, and/or Catellus Corporation funds for seven Municipal Railway Projects.						
Grant Amount and Source of Funds:	<table><tr><td>Federal Section 9 Operating Assistance</td><td>\$7,065,199</td></tr><tr><td>Federal Section 9 Capital Assistance</td><td>22,949,793</td></tr><tr><td>Total</td><td>\$30,014,992</td></tr></table>	Federal Section 9 Operating Assistance	\$7,065,199	Federal Section 9 Capital Assistance	22,949,793	Total	\$30,014,992
Federal Section 9 Operating Assistance	\$7,065,199						
Federal Section 9 Capital Assistance	22,949,793						
Total	\$30,014,992						
	<table><tr><td>Local Match Program Funds</td><td>5,736,977</td></tr><tr><td>Total</td><td>\$35,751,969</td></tr></table>	Local Match Program Funds	5,736,977	Total	\$35,751,969		
Local Match Program Funds	5,736,977						
Total	\$35,751,969						
Grant Period:	October 1, 1993 through September 30, 1994 (see Comment #1)						
Description:	Ms. Gail Bloom of PUC Finance advises that in the interim period between the time the proposed resolution was drafted and the present, the PUC has revised the number of projects to receive funding based on reduced levels of funding from the Federal Transit Administration. As noted above, the PUC originally anticipated funding seven MUNI projects with the \$35,751,969 as described above. However, the PUC now intends to fund the following three MUNI capital projects and operating assistance with a revised level of funding of \$26,748,583 (\$6,811,342 in operating assistance, \$15,949,793 in capital assistance, and \$3,987,448 in local matching funds).						

Operating Assistance - FY 1993-94 - \$6,811,342

Operating Assistance for the period from July 1, 1993 to June 30, 1994. These funds are included as a source of revenue to balance the budget of the Municipal Railway.

Muni Metro Accessibility - \$1,250,000

This project provides for additional accessibility improvements for the surface and underground operation of the MUNI Metro Light Rail Vehicle (LRV) service and includes the design and construction of accessibility improvements to aid the physically challenged MUNI riders. The proposed grant funds in the amount of \$1,250,000 would be expended as follows:

Design and Project	
Design and Project Management (MUNI)	\$101,351
Consultant Services *	62,500
Construction *	1,000,000
Indirect Costs	<u>86,149</u>
Total	\$1,250,000

* The PUC advises that, as of the writing of this report, they have not selected a consultant to provide the consultant services or a contractor to provide construction work for the MUNI Metro Accessibility Project (see Comment 3).

Diesel Bus Rehabilitation - \$1,187,241

This project provides for the rehabilitation of 100 articulated diesel coaches which were placed into service in 1984, and which will have to operate beyond their useful life of 12 years. The proposed grant funds of \$1,187,241 would be expended as follows:

Design and Project Management (MUNI)	\$54,435
Consultant Services *	84,375
Bus Rehabilitation *	1,018,491
Indirect Costs	<u>29,940</u>
Total	\$1,187,241

* The PUC advises that, as of the writing of this report, they have not selected a consultant to provide the consultant services and have not selected a vendor to rehabilitate the 100 articulated diesel coaches (see Comment 3).

Subway Signal System Replacement - \$17,500,000

This project will modernize the signal system in the MUNI Metro subway with a system that provides greater safety and allows for shorter time periods between arriving trains. This project is currently underway with the installation of on-board and wayside computers and an upgraded central control computer. The PUC reports that the total estimated cost of this project is \$68 million. Prior funding for this project is approximately \$37.4 million from various Federal, State and local sources.

The PUC advises that contractors have been selected, through the Department's competitive bid and Request for Proposal processes, to provide design, engineering, testing and construction services. The firm selected to provide the design, engineering and testing is Booz-Allen & Hamilton. According to the PUC, Booz-Allen & Hamilton, which is neither an MBE or a WBE, has committed to a goal of 30 percent DBE participation on the contract. Alcatel Canada, a firm located in Canada, was selected to perform the construction work. The PUC advises that Alcatel has committed to a goal of 15 percent DBE participation on the contract. The proposed grant funds would be expended as follows:

Design and Project Management (MUNI)	\$472,973
Consultant Services	2,625,000
Construction	14,000,000
Indirect Costs	<u>402,027</u>
Total	\$17,500,000

Required Match: \$3,987,448 (from various local match sources as described previously)

Indirect Costs: \$518,116

Comments:

1. According to Ms. Bloom, the PUC has already applied for the subject grant funds. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken. Ms. Bloom notes that the PUC had not applied for the subject grant funds when this resolution was last calendared on August 18, 1993. This item was continued since August 18, 1993 because the specific amount of grant funds and the associated specific projects had not yet been finalized.

2. As previously noted, the PUC originally anticipated funding seven MUNI projects with \$35,751,969. However, the PUC now intends to fund three MUNI capital projects and additional operating assistance funds with the revised level of funding of \$26,748,583. Therefore, the proposed resolution should be amended to authorize the PUC to apply for, accept and expend \$6,811,342 in Federal Section 9 Operating Assistance, \$15,949,793 in Federal Section 9 Capital Assistance and \$3,987,448 from various local match sources (or a total of \$26,748,583) to fund three MUNI capital projects and operating assistance funds.

3. As noted previously, the PUC has not yet selected the consultant to provide consultant services (\$62,500) or selected a contractor to provide contraction work (\$1,000,000) for the MUNI Metro Accessibility Project. The PUC also has not selected a consultant to provide consultant services (\$84,375) or selected a contractor to rehabilitate the 100 articulated diesel coaches (\$1,018,491). As such the proposed resolution should be amended to place a total of \$2,165,366 on reserve out of the total grant amount of \$26,748,583 pending the selection of the consultants and contractors, the MBE/WBE status of the contractors and consultants and the contract cost details. These reserves include the required local match funds, which are reflected in Item 1a of this report, File 94-94-1, as State Transit Capital Improvement Funds.

4. A grant summary for the proposed grant funds, as prepared by the PUC, is attached.

5. The PUC has prepared a Disability Access Checklist for the proposed grant projects which is on file with the Clerk of the Board.

Recommendations: 1. Amend the proposed resolution to authorize the PUC to apply for, accept and expend \$6,811,342 in Federal Section 9 Operating Assistance, \$15,949,793 in Federal Section 9 Capital Assistance and \$3,987,448 from various local match sources or a total of \$26,748,583 to fund three Muni capital projects and operating assistance funds, instead of a total of \$35,751,969 to fund seven Muni projects.

2. Amend the proposed resolution to reserve \$2,165,366 in accordance with Comment No. 3 above.

Number 94-93-3Attachment
Page 1 of 2**GRANT APPLICATION INFORMATION FORM**

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 40 PUC / 35 MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2563

Project Title: Federal Section 9 grant application for three capital projects and operating assistance

Grant Source: Federal Transit Administration - Section 9 --FY 1994

Proposed (New / Continuation) Grant Project Summary:

1. Motor Bus Rehabilitation
2. Subway Signal System Replacement (ATCS)
3. Muni Metro Accessibility
4. Operating Assistance

Amount of Grant Funding Applied for: \$22,761,135*

Maximum Funding Amount Available: Not Applicable

Required Matching Funds: \$3,987,448*

Number of Positions Created and Funded: Not Applicable

Amount to be Spent on Contractual Services: \$18,790,366

Will Contractual Services be put out to Bid? Yes

*Total of \$26,748,583.

Application Information Form

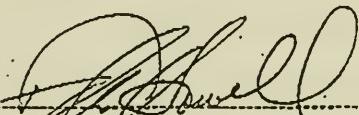
Attachment

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Term of Grant: Not Applicable

Date Department Notified of Available funds: Not Applicable

Application Due Date: Not Applicable



Department Head Approval

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 1c - File 192-93-2.1

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend a grant in the amount of \$285,000 of California Clean Air and Transportation Improvement Act of 1990 (Proposition 116) funds, which include indirect costs of \$1,400 or ten percent of non-contractual services costs.

Grant Amount: \$285,000

Grant Period: Grant funds must be expended within two years following the fiscal year (1993-94) in which the grant funds are allocated by the State.

Source of Funds: Clean Air and Transportation Improvement Act of 1990 (Proposition 116) Bond Funds

Project: Valencia Street bicycle access.

Description: In June, 1990, California voters approved Proposition 116, which authorized the issuance of \$20 million in State bond funds to be designated for bicycle programs State-wide.

The proposed resolution would authorize the Department of Parking and Traffic to accept and expend \$285,000 in Proposition 116 grant funds to remove the painted median and concrete median islands on Valencia Street from Market Street to the junction with Mission Street (south of Army Street), a distance of approximately 1.9 miles. Following removal of the median, the traffic lanes on Valencia Street would be repainted and the right hand lane in each direction would be widened, in order to provide safer traffic conditions for bicyclists and motorists on Valencia Street.

In addition, in order to comply with funding requirements established by the State Department of Transportation, the proposed resolution would:

(1) Direct the Department of Parking and Traffic to complete required environmental impact reports prior to the allocation of State funds for this project, and to design the project in conformity with the State "Highway Design Manual" concerning bikeway improvements;

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April 5, 1994 Government Efficiency and Labor Committee Meeting

- (2) Direct the DPT not to use other capital funds previously programmed, planned, or approved for bicycle projects for non-bicycle projects;
- (3) Direct the DPT not to include new development fees, taxes, or permit fees in the operating budget for the project; and,
- (4) Direct the DPT not to use other State funds to complete the project if project costs exceed those which were identified in the approved grant application.

The Department of Parking and Traffic reports that it will comply with these requirements as a condition of receiving the proposed grant funds (see Comment 3).

Budget: The Department of Parking and Traffic has submitted the following budget for the proposed grant funds:

Contractual Services	\$269,600
Traffic Engineering	<u>14,000</u>
Total Direct Costs	\$283,600
Indirect Costs	<u>1,400</u>
Total Grant Amount	\$285,000

Required Match: None

Indirect Costs: Indirect costs are included in the amount of \$1,400, based on ten percent of Traffic Engineering (non-contractual services) costs of \$14,000.

Comments: 1. Mr. Peter Tannen, the Bicycle Coordinator for the Department of Parking and Traffic, states that, in addition to removing the Valencia Street painted median and the concrete islands in the median, it will be necessary to relocate traffic signals which are affixed to the median islands, to install curb ramps for disabled access at any sidewalks which are modified during the project, to move manhole covers and any other infrastructure located in the median islands, and to re-paint the traffic lanes, including widening the right hand lanes for bicycle access.

Mr. Tannen states that the proposed grant-funded bicycle safety improvements on Valencia Street will be combined with additional Valencia Street traffic improvements which are planned by DPT. Specifically, DPT plans to convert all Valencia Street traffic signals to the "mast arm" design (overhead traffic signals which extend from poles located on the sidewalk). The planned traffic signal improvements

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which are not funded by the proposed grant funds will be funded by County Transportation Authority funds, according to Mr. Tannen.

DPT reports that, of the 16 traffic signals on Valencia Street, seven are center island signals that must be converted to mast-arm signals in order to remove the median islands. The remaining nine traffic signals are not median island signals and could be left in place. However, DPT believes that the overall traffic safety of Valencia Street can be improved by converting and upgrading all 16 of the traffic signals to mast-arm signals, as well as installing pedestrian signals.

Mr. Tannen states that, by combining all of the DPT traffic signal improvements in a single project, the City will expend less for these improvements than it would if the projects were implemented separately.

2. Mr. Tannen reports that the Department of Public Works (DPW) will design this project for DPT and will prepare all of the plans, specifications, and cost estimates. Mr. Tannen reports that the entire project (including the grant-funded bicycle safety improvements) will be performed by a private contractor selected through competitive bidding, and that DPW will select the contractor for DPT's scheduled traffic engineering improvements on Valencia Street.

However, Mr. Tannen states that a contractor has not yet been selected by DPW to perform the combined Valencia Street traffic improvement projects. Therefore, the \$269,600 in grant funds which would be used for contractual services should be placed on reserve pending the identification of a contractor for this project, the contract cost details, and the contractor's MBE/WBE status.

3. As noted above, the proposed resolution states that DPT will comply with the State's requirements for grant-funded projects, including compliance with environmental impact regulations, and a stipulation that no other State funds will be used to fund the bicycle access improvement project, if project costs exceed the amount of the grant.

Mr. Tannen states that the Department of City Planning has already determined that the proposed grant project qualifies for a "categorical exemption" from environmental impact report requirements. Mr. Tannen also states that, if grant funds are not sufficient to complete the bicycle access improvement project, additional funds could potentially be

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obtained from the County Transportation Authority, or the scope of the project would be curtailed.

4. A grant summary for the proposed grant funds, as proposed by the DPW, is attached.

5. The DPT has prepared a Disability Access Checklist for the proposed grant project which is on file with the Clerk of the Board.

Recommendations: 1. Amend the proposed resolution to reserve a total of \$269,600 which is designated for contractual services, pending identification of the contractor, the contract cost details and the contractor's MBE/WBE status.

2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PARKING AND TRAFFIC
Contact Person: PETER TANNON Telephone: 554-2351
Project Title: VALENCIA ST. BICYCLE ACCESS
Grant Source: STATE PROPOSITION 116

Proposed (New / Continuation) Grant Project Summary:

The Valencia Street Class III Bikeway Project removes the center median, enabling the widening of both curb lanes on all 1.9 miles of Valencia Street, between Market and Mission Streets in the City and County of San Francisco. This involves removing raised concrete medians and bars at each intersection and replacing with concrete base and asphalt (the midblock sections are a painted median), relocating traffic signals from the median to mast arm signals on the sides of the street, relocating street light and traffic signal pull boxes, adjusting manholes in the median to new grade, and restriping all double yellow and broken white lane markings, including markers.

Amount of Grant Funding Applied for: \$285,000
Maximum Funding Amount Available: #10 MILLION STATE-WIDE
Required Matching Funds: N/A - none
Number of Positions Created and Funded: N/A - none
Amount to be Spent on Contractual Services: \$269,600
Will Contractual Services be put out to Bid? YES

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 1d - File 138-94-3

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$219,510 made available through the California Department of Insurance.

Grant Amount: \$219,510

Grant Period: July 1, 1993 to June 30, 1994

Source of Funds: California Department of Insurance

Project: Investigation and Prosecution of Automobile Insurance Fraud

Description: The proposed continuation grant funds would be used by the District Attorney to pay for investigation and prosecution of automobile insurance fraud. According to the District Attorney, automobile insurance fraud cases have increased significantly in recent years. The District Attorney advises that automobile insurance fraud increased from approximately one case per month in 1991 to approximately 15 to 20 cases per month in 1993. In response to this increase in insurance fraud, the California Department of Insurance, pursuant to Senate Bill 1218, has set aside funding for counties, Statewide, to investigate and prosecute such cases. Grant allocations are based on a combination of the County's population and the merit of the grant application.

Budget:

<u>Personnel</u>	<u>FTE</u>	
Principal Attorney	1.00	\$89,001
Senior Investigator	1.00	52,043
Assistant Investigator	.35	11,857
Subtotal	2.35	\$152,901
Fringe Benefits		27,097
Total Personnel		\$179,998

Contractual Services

Interns - perform data base input, assist in tracking and screening cases, conduct insurance research and communicate with insurance companies on case matters	10,000
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<u>Telephones</u>	1,000
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BUDGET ANALYST

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Witness Fund

Used to pay witness fees and reimbursement
of out-of-pocket expenses for witnesses
(i.e., mileage, room and board, meals) \$3,500

Materials & Supplies

Misc. Office Supplies	\$1,400
Desks, file cabinets, chairs, etc.	1,425
Video/Audio Tapes	<u>500</u>
Subtotal	3,325

Equipment

Dual Band Portable Radio Units	\$1,275
External Microphone with earpiece and remote	90
Micro-cassette Recorder (2 @ \$298)	596
Standard Recorder (2 @ \$59)	118
Microphone (2 @ \$198)	396
Computer Hardware and Software	5,025
VHS Video Recorder and Monitor	1,075
Subtotal	8,575

Indirect Costs (4.7 % of total grant)

10,320

Audit Costs

2,792

Total

\$219,510

Required Match: None

Indirect Costs: \$10,320 (4.7 percent of total grant)

Comments:

1. The District Attorney advises that the Department has already submitted the application for the proposed grant funds and has incurred expenditures against these grant funds. As such, the proposed legislation provides for the District Attorney to apply for, accept and expend these grant funds retroactively.

2. The District Attorney advises that although the grant funds have not yet been received, the project staff have continued to provide services under this continuation grant since the grant was in effect in the prior fiscal year. These staff are being paid for by a combination of carry-forward grant funds from FY 1992-93 totaling approximately \$40,000 and monies from the Department's budgeted General Fund Personnel account. The monies used from the Department's

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budgeted Personnel account would be reimbursed by the proposed 1993-94 grant funds when they are received. The District Attorney advises that it has received formal notification from the grantor that the City will be allocated a total of \$219,510.

3. Ms. Brigitte Bane of the District Attorney's Office advises that if the proposed grant funds are reduced or eliminated, the project staff would be reduced or terminated accordingly.

4. As noted above, the proposed grant has a start-up date of July 1, 1993. The District Attorney's Office reports that the State has just recently provided the Department with pertinent grant information. Therefore, submittal of this legislation to the Board of Supervisors has been delayed.

5. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

6. The District Attorney has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

Grantor California Department of Insurance
 Contact Person BEVERLY HUNTER
 Address 770 L Street, Suite 1120
 Sacramento, CA 95814
 Amount Requested \$ 219,510
 Term: From JULY 1993 To JUNE 1994
 Health Commission Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 219,510 from the period of JULY 1993 to JUNE 1994 to provide Automobile Insurance Fraud prosecution services.

II. Summary: (Concise summary, need addressed: number & types served, services and providers)
 The California Department of Insurance has made money available to county District Attorneys' Offices for the investigation and prosecution of automobile insurance fraud cases. These cases of fraud have increased dramatically in recent years and the Calif. Department of Insurance through S.B. 1218 set aside one dollar against each policy so as to provide funding for prosecution all over the State. Allocations are based on [redacted] outcomes/objectives.

To provide and/or reduce automobile insurance fraud through effective investigation and prosecution in San Francisco, and to network with other jurisdictions to help achieve the same goals statewide.

IV. Effects of Reduction or Termination of These Funds:

The District Attorney's Office in San Francisco will be unable to vigorously investigate and prosecute rising automobile insurance fraud.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			219,510			
Personnel			179,998			
Equipment			28,536			
Contract Svc.			-0-			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs			10,976			

VI. Data Processing

(not included above) -0- _____

VII. Personnel

F/T CSC		2 FTE	
P/T CSC		-0-	
Contractual		-0-	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 None

Will grant funded employees be retained after this grant terminates? If so, How?
 Grant funded employees will be retained ONLY upon continued source of funding.
 This money has no sunset provision.

VIII. Contractual Services: Open Bid N/A Sole Source N/A (If under review, attach Request for Exemption Form)

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Item 1e - File 138-94-4

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$318,507, made available through the California Department of Insurance.

Grant Amount: \$318,507

Grant Period: July 1, 1993 through June 30, 1994

Source of Funds: California Department of Insurance

Project: Investigation and Prosecution of Workers Compensation Fraud

Description: The proposed continuation grant funds would be used by the District Attorney to pay for the investigation and prosecution of Workers Compensation fraud. The District Attorney advises that, in FY 1992-93, its Special Operations Bureau received Workers Compensation fraud cases from the City Attorney, the Police Department, the U. S. Postal Service and private insurers. According to the District Attorney, the numbers of these cases have increased from less than ten cases in FY 1991-92 to more than 50 cases in FY 1992-93.

Budget:

<u>Personnel</u>	<u>FTE</u>	
Head Attorney	1.00	\$95,735
Principal Attorney	1.00	80,727
Assistant Investigator	1.00	34,191
Assistant Investigator	.35	<u>11,967</u>
Subtotal	3.35	\$222,620
Fringe Benefits		<u>39,176</u>
Total Personnel		\$261,796

Contractual Services

Interns -perform data base input,
assist in tracking and screening cases,
conduct insurance research and communicate
with insurance companies on case matters 10,000

Telephones

1,500

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Witness Fund

Used to pay witness fees and reimbursement
of out-of-pocket expenses for witnesses
(i.e., mileage, room and board, meals) \$3,500

Materials & Supplies

Misc. Office Supplies	\$1,800
Desks, file cabinets, chairs, etc.	2,025
Video/Audio Tapes	<u>1,000</u>
Subtotal	4,825

Equipment

Dual Band Portable Radio Units (2 @ \$1,275)	\$2,550
External Microphone with earpiece and remote (2 @ \$90)	180
Micro-cassette Recorder (3 @ \$298)	894
Standard Recorder (3 @ \$59)	177
Supersensitive Microphone (3 @ \$198)	594
Camcorder - Surveillance Equipped	2,700
Camera System - 35mm	1,590
Tape Duplicator	1,750
Computer Hardware and Software	5,025
VHS Video Recorder and Monitor (2 @ \$1,075)	<u>2,150</u>
Subtotal	17,610

Indirect Costs (5% of total grant)

15,926

Audit Costs

3,350

Total \$318,507

Required Match: None

Indirect Costs: \$15,926 (5 percent of total grant)

Comments: 1. The District Attorney advises that the Department has already submitted the application for the proposed grant funds and has incurred expenditures against these grant funds. As such, the proposed legislation provides for the District Attorney to apply for, accept and expend these grant funds retroactively.

2. The District Attorney advises that although the grant funds have not yet been received, the project staff have continued to provide services under this continuation grant since the grant was in effect in the prior year. These staff are

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being paid with a combination of carry-forward grant funds from FY 1992-93 totaling approximately \$40,000 and monies from the Department's budgeted General Fund Personnel account. The monies used from the Department's budgeted Personnel account would be reimbursed by the 1993-94 grant funds when they are received. The District Attorney advises that it has received formal notification from the grantor that the City will be allocated a total of \$318,507.

3. Ms. Brigitte Bane of the District Attorney's Office advises that if the proposed grant funds are reduced or eliminated, the project staff would be reduced or terminated accordingly.
4. As noted above, the proposed grant has a start-up date of July 1, 1993. The District Attorney's Office reports that the State has just recently provided the Department with pertinent information. Therefore, submittal of this legislation to the Board of Supervisors has been delayed.
5. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.
6. The District Attorney has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

Grantor California Department of Insurance
 Contact Person BEVERLY HUNTER
 Address 770 L Street, Suite 1120
 Sacramento, CA 95814
 Amount Requested \$ 318,507
 Term: From JULY 1993 To JUNE 1994
 Health Commission _____

Division District Attorney
 Section _____
 Contact Person Bridget Bane
 Telephone 553-1895
 Application Deadline _____
 Notification Expected _____
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$318,507 from the period of JULY, 1993 to JUNE, 1994 to provide Workers Compensation Fraud prosecution services.

II. Summary: (Concise summary, brief statement, number + group names, services and providers)

This grant award is made pursuant to the provisions of California Insurance Code Section 1872.83 and S.B. 953 and shall be used solely for the purposes of enhanced investigation and prosecution of workers compensation insurance fraud cases.

III. Outcomes/Objectives:

To reduce workers' compensation fraud through effective investigation and prosecution in San Francisco, and to network statewide.

IV. Effects of Reduction or Termination of These Funds:

The District Attorney's Office in San Francisco will be unable to vigorously investigate and prosecute escalating workers' compensation fraud.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		318,507		N/A	
Personnel		261,176			
Equipment		41,406			
Contract Svc.		-0-			
Mat. & Supp.		-0-			
Facilities/Space		-0-			
Other		-0-			
Indirect Costs		15,925			

VI. Data Processing

(none included above) _____ -0- _____

VII. Personnel

F/T CSC		4 FTE	
P/T CSC		-0-	
Contractual		-0-	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 None

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained only upon continued source of funding.

VIII. Contractual Services: Open Bid N/A Sole Source N/A (If more space, attach Request for Enclosure Form)

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Item 1f - File 144-94-1

Department: Port of San Francisco

Item: Resolution authorizing the Executive Director of the Port to apply for, accept and expend \$1 million from the Federal Highway Administration through the California Transportation Commission for construction of the Ferry Building Central Concourse restoration, and foregoing reimbursement of indirect costs to the Port.

Grant Amount: \$1,000,000

Grant Period: October 1, 1994 through September 30, 1998.

Source of Funds: Federal Highway Administration (FHWA) through the California Transportation Commission (CTC).

Project: Central Concourse Construction Project, an element of the Ferry Building Renovation Project.

Description: According to Mr. Paul Osmundson of the Port, the Central Concourse Construction Project, which is an element of the larger Ferry Building Renovation Project, is a proposed enlargement of the accessway for ferry passengers through the center of the Ferry Building. This enlarged accessway was recommended by an architectural historian in the architectural guidelines that were approved by the Secretary of the Interior when the building was placed on the National Register in 1978. These guidelines specifically recommended that a central concourse be recreated by relocating the boiler room to afford unobstructed pedestrian movement to the ferry boats and the Bay.

The Central Concourse Construction Project will extend the passenger accessway from its present width of eight feet to 32 feet. Central access through the building will provide a more efficient approach to businesses on Market Street and the Embarcadero Center. In addition, shops could be placed in the Ferry Building along the Central Concourse.

Memo to Government Efficiency and Labor Committee
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**Preliminary
Budget:**

Construction	\$1,185,000
Contingency (@ 10%)	118,500
Design and Engineering	<u>97,500</u>
TOTAL PROJECT BUDGET	<u>\$1,401,000</u>
SOURCE OF FUNDS:	
Proposed Grant Amount	\$1,000,000
State Proposition 116 Funds	
For Required Match	130,000
Either Port Operating Funds	
or State Proposition 116 Funds	
(See Comment No. 1)	<u>271,000</u>
	<u>\$1,401,000</u>

Required Match: Approximately \$130,000, which would be paid from the State Proposition 116 grant funds that are available for this Project.

Indirect Costs: None. The Federal Highway Administration does not provide for reimbursement of indirect costs under this grant program.

Comments:

1. According to Mr. Osmundson, the Port has not completed the preliminary design and engineering specifications for the Central Concourse Construction Project. As such, the Port has not identified which portions of the project work will be performed by outside contractors and which portions will be performed by Port employees.
2. According to Mr. Joe Wyman of the Port, there are approximately \$8.4 million of State Proposition 116 funds available to the Port, which were previously granted to the Port by the California Transportation Commission for construction of additional ferry berths and a terminal facility at Pier 1/2, which is immediately adjacent to the Ferry Building. As noted above, these Proposition 116 funds will be used to provide the required match for this grant and to pay for those project costs not covered by this proposed grant or by the Port's own operating budget.

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3. As discussed above, the Port has neither selected any contractors at this time to complete work on the project nor identified what portions of the work are to be performed by Port employees and what portions of the work are to be done by outside contractors. As such, the proposed resolution should be amended to delete the "accept and expend" clause until a more finalized budget is submitted to the Board of Supervisors.

4. Mr. Wyman also advises that the Port has already submitted the application for the proposed grant funds. As such, the proposed resolution should be amended to retroactively apply for these grant funds.

5. A copy of the Grant Application Information Form, prepared by the Port for the proposed grant, is attached to this report.

6. A Disability Access Checklist for this Project is on file with the Clerk of the Board.

- Recommendations:**
1. Amend the proposed resolution to retroactively apply for the \$1 million of grant funds.
 2. Amend the proposed resolution to delete the "accept and expend" clause until a more finalized budget is submitted to the Board of Supervisors.
 3. Approve the proposed resolution, as amended.

GRANT APPLICATION INFORMATION FORM

TO: The Board of Supervisors
Attention: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

DEPARTMENT: Port of San Francisco

CONTACT PERSON: Veronica Sanchez

TELEPHONE: 274-0413

PROJECT TITLE: Ferry Building Renovation - Central Concourse Construction

GRANT SOURCE: Federal Highway Administration, through the California Transportation Commission

PROPOSED (NEW/CONTINUATION) GRANT PROJECT SUMMARY:

New grant to fund the enlargement of the accessway for ferry passengers through the center of the Ferry Building which was recommended in architectural guidelines when the building was placed on the National Register in 1978. The guidelines specifically recommended that a Central Concourse be recreated by relocating the boiler room to afford unobstructed pedestrian movement from the City to the ferry boats and the Bay (see attached drawing). This project will extend the passenger accessway from its present width of eight feet to thirty two feet. Central access through the building will provide a more efficient approach to businesses on Market Street, Embarcadero Center and shops that could be created in the Ferry Building along the Central Concourse.

AMOUNT OF GRANT FUNDING APPLIED FOR: \$1 million

MAXIMUM FUNDING AMOUNT AVAILABLE: \$1 million

REQUIRED MATCHING FUNDS: Minimum 11.5% (Port is providing a 28% match (\$401,000) to cover total project costs.)

NUMBER OF POSITIONS CREATED AND FUNDED: 0

AMOUNT TO BE SPENT ON CONTRACTUAL SERVICES: \$1,000,000

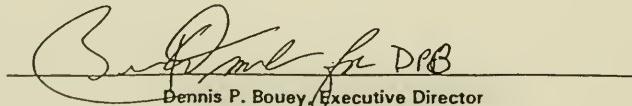
WILL CONTRACTUAL SERVICES BE PUT OUT TO BID? yes

TERM OF GRANT: Until project completion

DATE DEPT. NOTIFIED OF AVAILABLE FUNDS: August 1993

APPLICATION DUE DATE: March 1994

GRANT FUNDING GUIDELINES AND OPTIONS: (see back, if applicable)



Dennis P. Bouey, Executive Director

Memo to Government Efficiency and Labor Committee
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Item 1g - File 25-94-3

Department: Chief Administrative Officer.

Item: Resolution concurring with the Controller's certification that convention facilities management and maintenance service can be practically performed at Brooks Hall, Civic Auditorium, and Moscone Center by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Convention Facilities Management Operation and Maintenance Services at Brooks Hall, Civic Auditorium and Moscone Center.

Description: The Controller has determined that contracting for convention facilities management operation and maintenance service at Brooks Hall, Civic Auditorium and Moscone Center for fiscal year 1994-95 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	
Salaries	\$6,654,592
Benefits	1,260,620
Operating Costs	<u>2,837,880</u>
Total	\$10,753,092
<u>Contract Service Costs</u>	
	<u>9,319,888</u>
Estimated Savings	\$1,433,204

Comments: 1. According to Mr. Jack Moerschbaecher, Convention Facilities Director, in the Office of the Chief Administrative Officer, convention facilities management operation and maintenance services were first certified, as required by City Charter Section 8.300-1, for fiscal year 1980-81 and have been provided by an outside contractor since then.

2. The City's current contract for convention facilities management operation and maintenance services is with Moscone Center Joint Venture, a joint venture of Spectacor Management Group (SMG) and Thigpen Limited, Incorporated. Thigpen, which is a City-certified MBE firm, will be allocated 25 percent of the contract. The contract's expiration date is June 30, 1999.

3. The contract service cost used for the purpose of this analysis is the cost budgeted in this contract for fiscal year 1994-95.

4. In addition to the contract service costs shown above, the following are operating costs which must be paid by the City whether the services are contracted out or performed by City employees:

Utilities (light, heat, and power)	\$2,000,000
Property Insurance	2,120,000
Charges of Other Departments	<u>26,178</u>
Total	\$4,146,178

These costs are neither included in the City-Operated Service Costs of \$10,753,092 nor in the Contract Service Costs of \$9,319,888, both of which include the labor costs of performing the convention facilities management operation and maintenance services, liability and auto insurance, water and sewer services, and subcontractors' costs.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Convention FacilitiesCONTRACT SERVICES: Operator ContractCONTRACT PERIOD: 7/1/94 to 6/30/95

- (1) Who performed activity/service prior to contracting out?

City Employees

- (2) Number of City employees laid off as a result of contracting out?

-0-

- (3) Explain disposition of employees if they were not laid off?

City employees elected to work for contractor.

- (4) What percentage of City employee's time is spent on services to be contracted out?

-0-

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

13 years. Ongoing

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1981-82. Yes

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract is a joint-venture which includes a certified local MBE.

Department Representative: Jack MoerschbaecherTelephone Number: 554-6178

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Item 1h - File 94-92-6.2

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for a release of reserve funds for MUNI's Diesel Bus Rehabilitation Project.

Amount: \$647,800

Description: In September, 1992, the Board of Supervisors approved a resolution (File 94-92-6) for the PUC to apply for, accept and expend \$29,577,000 of State Transit Capital Improvement and local match funds to provide financing for nine MUNI projects. Of the \$29,577,000, \$16,605,050 was placed on reserve pending identification of the contractors, the MBE/WBE status of the contractors and the contact cost details. The proposed request would release \$647,800 of these reserved funds for MUNI's Diesel Bus Rehabilitation Project.

Comments: The PUC has requested that this item be continued until the next Government Efficiency and Labor Committee Meeting.

Recommendation: Continue the proposed request to the April 19, 1994 Government Efficiency and Labor Committee Meeting.

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 1i - File 133-93-2.2

Department: Chief Administrative Officer (CAO)
Solid Waste Management Program

Item: Hearing requesting release of reserved funds of (a) \$5,607 to set up an Interdepartmental Work Order with the Controller's Internal Services Division (ISD) for development of two software database applications and (b) \$48,000 to modify an existing contract with Barnes Clarke, Inc., to develop and help implement a Business Waste Reduction Awareness Program.

Amount: \$53,607

Source of Funds: Sanitary Fill Company

Description: The Board of Supervisors previously authorized the CAO to accept and expend \$2,847,921 in funds from the Sanitary Fill Company to be used for the Solid Waste Management Program (File 133-93-2). At the same time, the Board placed \$195,000 on reserve pending the CAO's selection of consultants and submission of the MBE/WBE status and contract budget details. In February 1994, the Board approved the release of \$25,866 in reserved funds for the Solid Waste Management Program for graphic design services and a data list of San Francisco businesses. The CAO is now requesting that \$53,607 of the remaining \$169,134 (\$195,000 less \$25,866) in reserved funds be released.

Of the requested amount of \$53,607, \$5,607 would be used to set up an Interdepartmental Work Order with the Controller's ISD for the development of two software database applications: a Buy Recycled Material Directory and a San Francisco Business Directory. The first software application, the Buy Recycled Material Directory, would involve developing a package to accumulate data and developing directories of local businesses that sell recycled products. The second software application, the San Francisco Business Directory, would be created in order to house the San Francisco business database which the Solid Waste Management Program intends to purchase. This database would permit the Solid Waste Management Program to identify local businesses by type, location and size and to track their recycling activities in conjunction with the garbage companies.

The remaining \$48,000 (\$53,607 less \$5,607) would be used to modify an existing contract with Barnes Clarke, Inc., a local WBE firm. Barnes Clarke, Inc., a firm that was selected through a Request For Proposal (RFP) process in 1993, presently has a contract with the CAO Solid Waste Management Program in the amount of \$241,000 for public outreach for the Solid Waste Management Program's Hazardous Waste Program and Recycling Program.

Barnes Clarke, Inc., would use the proposed \$48,000 to develop and assist in implementing a Business Waste Reduction Awareness Program. Barnes Clarke, Inc., has subcontracted 78 percent of the work to four firms: Merry Ann Moore, Inc., a WBE firm, which will perform plan development and program implementation; Wright Design Group, which is not an MBE or WBE firm and which is responsible for conceptual development, copywriting, and production; Wilson Chang, an MBE firm, which will assist in program implementation; and a fourth subcontractor which has not yet been selected and which will perform printing services.

The goal of the Business Waste Reduction Awareness Program would be to increase recycling levels in the City's commercial and industrial sectors and to improve awareness of the City's Commercial Recycling Program and the services that it offers.

The requested release of reserved funds in the amount of \$53,607 would be expended as follows:

INTERDEPARTMENTAL WORK ORDER

Buy Recycled Material Directory Database Application

<u>No. of Days Required</u>	<u>Project</u>
1	Analysis and finalization of design
1	Modify existing system
1	Develop single Buy Recycled Materials Report
1	Documentation, implementation, and training
4 days or approximately <u>\$1,631</u> (Hourly rate of \$51)	

**San Francisco Business Directory Database
Application**

No. of Days Required	Project
1.5	Finalize design, including out-reach standards
1	Create and provide input load of purchased database
1	Program form update to maintain changes
.75	General report of data on file
1	Generic query and report with selection by Standard Industrial Classification (SIC), Zip and size code
1.5	Refresh logic procedure for any purchased database updates
1	Mail merge request process example for form letters
<u>2</u>	Documentation and implementation
<u>9.75</u> days or approximately \$3,976 (Hourly rate of \$51)	
Total Cost <u>\$5,607</u>	

**BUSINESS WASTE REDUCTION AWARENESS
PROGRAM**

Labor Category	Total Hours	Rate	Total
PLAN DEVELOPMENT:			
Barnes Clarke, Inc.			
Principal	15	\$150	\$2,250
Account Executive	7	75	525
Subcontractor			
Merry Ann Moore	<u>27.5</u>	80	<u>2,200</u>
Subtotal	<u>49.5</u>		<u>\$4,975</u>

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<u>Labor Category</u>	<u>Total Hours</u>	<u>Rate</u>	<u>Total</u>
CONCEPTUAL DEVELOPMENT AND COPYWRITING:			
Barnes Clarke, Inc.			
Principal	13	150	\$1,950
Account Executive	27.3	75	2,048
Subcontractor			
Wright Design Group	20	100	<u>2,000</u>
Subtotal	<u>60.3</u>		<u>\$5,998</u>
PROGRAM IMPLEMENTATION:			
Barnes Clarke, Inc.			
Principal	10	150	\$1,500
Account Executive	33	75	2,475
Subcontractors			
Wilson Chang	30	100	3,000
Merry Ann Moore	25	80	<u>2,000</u>
Subtotal	<u>98</u>		<u>\$8,975</u>
PRINTING/PRODUCTION OF RELATED MATERIALS:			
Subcontractors			
Wright Design Group	40	100	4,000
Printing Services	*	est.	<u>24,000</u>
Subtotal	<u>40</u>		<u>\$28,000</u>
TOTAL	247.8		\$47,948

Comments:

1. The CAO has received approval from the Human Rights Commission (HRC) to modify the existing contract with Barnes Clarke, Inc.

* The subcontractor that will perform printing services has not yet been selected. Since the conceptual planning for the required printing services has not yet been performed, the number of hours and hourly rates for Printing Services cannot now be determined.

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2. Ms. Marcia deVaughn of the Solid Waste Management Program reports that the subcontractor that will perform the printing services for the Business Waste Reduction Awareness Program will be selected by awarding the contract to the lowest bidder from three local MBE/WBE firms.

Recommendation: Approve the proposed release of reserved funds in the amount of \$53,555 (\$5,607 plus \$47,948).

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Item 1j - File 133-92-2.8

Department: Chief Administrative Officer (CAO)
Solid Waste Management Program

Item: Hearing requesting release of reserved funds to be used by Roy F. Weston, Inc., to develop a generic hazardous waste minimization checklist and to hold a workshop for businesses which generate hazardous waste in San Francisco.

Amount: \$50,000

Source of Funds: Sanitary Fill Company

Description: The Board of Supervisors previously authorized the CAO to accept and expend \$2,847,921 in funds from the Sanitary Fill Company to be used for the Solid Waste Management Program (File 133-93-2). At the same time, the Board placed \$195,000 on reserve, pending the CAO's selection of consultants and submission of the MBE/WBE status and contract budget details. In February 1994, the Board approved the release of \$25,866 in reserved funds for the Solid Waste Management Program for graphic design services and a data list of San Francisco businesses. The CAO is now requesting that \$50,000 of the remaining \$169,134 (\$195,000 less \$25,866) in reserved funds be released to pay for the development of a generic hazardous waste minimization checklist and to conduct a workshop for businesses which generate hazardous waste in San Francisco. The generic hazardous waste minimization checklist would be used by local businesses to comply with the City's Hazardous Material Disclosure Permit Ordinance. The purpose of the workshop for businesses that generate hazardous waste in San Francisco would be to obtain feedback on the generic checklist from the business community and to provide details on usage of the checklist.

The CAO advises that, through a Request For Proposal (RFP) process, it selected Roy F. Weston, Inc., to develop the generic hazardous waste minimization checklist. Although Roy F. Weston, Inc., is not a MBE or WBE firm, it is subcontracting 13 percent of the proposed contract work to the Ellington Group, a local MBE firm. The Ellington Group will field test the generic hazardous waste minimization checklist and conduct the workshop. The CAO reports that Roy F. Weston, Inc., was selected from a pool of five firms because it best met the minimum qualifications.

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The requested release of reserved funds in the amount of \$50,000 would be expended as follows:

1. LABOR

<u>Labor Category</u>	<u>Project</u>	<u>Total Hours</u>	<u>Rate</u>	<u>Total</u>
WESTON				
Project Director	Checklist	8		
	Workshop	8		
	Final Report	<u>8</u>		
		<u>24</u>	\$150	\$3,600
WESTON				
Project Manager	Checklist	60		
	Workshop	60		
	Monthly Reports	12		
	Final Report	<u>24</u>		
		<u>156</u>	95	14,820
WESTON Technical Staff				
	Checklist	120		
	Workshop	80		
	Final Report	<u>80</u>		
		<u>280</u>	65	18,200
Clerical Support				
	Checklist	24		
	Workshop	24		
	Monthly Reports	8		
	Final Report	<u>24</u>		
		<u>80</u>	50	<u>4,000</u>
Total		<u>540</u>		<u>\$40,620</u>
2. SUBCONTRACTOR (The Ellington Group)				
Ellington Project Manager		24	\$115	\$2,760
Ellington Technical Staff		<u>60</u>	60	<u>3,600</u>
Total		<u>84</u>		<u>\$6,360</u>

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Labor Category	Project	Total Hours	Rate	Total
3. OTHER DIRECT COSTS				
Internal Expenses (Phone, Copying, etc.)				\$1,000
External Expenses (Travel, Rent, etc.)				1,000
10% of The Ellington Group				
Subcontractor's cost plus 10% of External Expenses				<u>736</u>
Total				<u>\$2,736</u>
TOTAL				\$49,716

Comment: The CAO has received approval from the Human Rights Commission (HRC) for its selection of Roy F. Weston, Inc., as the contractor.

Recommendation: Approve the proposed release of reserved funds in the amount of \$49,716.

Item 2 - File 97-93-37

Note: This item was continued at the March 1, 1994 Government Efficiency and Labor Committee meeting.

Department: San Francisco Redevelopment Agency (SFRA)

Item: Ordinance amending Chapter 24 of the San Francisco Administrative Code by repealing current Sections 24.1, 24.1-1 and 24.4, which established a Redevelopment Agency, the number of its members, and their compensation; adding a new Section 24.1, declaring the Board of Supervisors to be the Redevelopment Agency for the City and County of San Francisco; adopting findings; and setting an effective date of July 1, 1994.

Description: The proposed ordinance would add a new Section 24.1 to the City's Administrative Code which would state that pursuant to Section 33200 of the California Health and Safety Code, the Board of Supervisors declares itself to be the Redevelopment Agency for the City and County of San Francisco. All rights, powers, duties, privileges and immunities provided under the Community Redevelopment Law of 1964, as amended, shall be vested in the Board of Supervisors. The proposed ordinance would become effective as of July 1, 1994.

The proposed ordinance would also repeal Sections 24.1, 24.1-1 and 24.4 of the City's Administrative Code. Section 24.1 creates the existing Redevelopment Agency under State Law provisions. Section 24.1-1 increases the number of Redevelopment Agency members to seven, and requires that at least one member be a woman. Section 24.4 states that subject to the budget and fiscal provisions of the City's Charter, the Redevelopment Agency members will be compensated \$25 per meeting attended, exclusive of actual and necessary expenses, including travel expenses, provided that the total amount paid to any one member does not exceed \$1,250 per year and that the total amount paid to all members does not exceed \$6,250 per year.

The proposed ordinance also references a management audit report on the Redevelopment Agency that was prepared by the Budget Analyst's Office in January, 1992 to substantiate the finding that establishing the Board of Supervisors as the Redevelopment Agency will serve the public interest and promote the public safety and welfare in a more effective manner than the current organization. A copy of this report is in the file.

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Comments:

1. Although the Budget Analyst made no recommendations with respect to the Board of Supervisors becoming the Redevelopment Agency, as that is a policy decision for the Board of Supervisors to make, in the January, 1992 management audit report on the SFRA, the Budget Analyst included a survey of Redevelopment Agencies operating in California. The Budget Analyst found that over 96 percent of the approximately 350 redevelopment agencies in the State have the city council serving as the redevelopment agency without the establishment of a separate agency commission.
2. Among the ten largest cities in California, the city council serves as the redevelopment agency in eight cities and only in Los Angeles and Long Beach (in addition to San Francisco) have independent agency commissions been established. The majority of the largest cities also have the agency operating as a city department.
3. In addition, this management audit included numerous recommendations to strengthen the overall efficiency and effectiveness of the SFRA's management and operations, including specific recommendations which could result in net estimated reduced expenditures of \$350,000 annually. Estimated one-time costs were projected to be no more than \$155,000.
4. A summary of the major management audit findings is as follows:
 - **Agency Budgetary Procedures:** Subsequent to obtaining approval of its annual budget from the Board of Supervisors, the Redevelopment Agency changes its budget allocations during the course of the year. In some instances, these changes are in violation of State Health and Safety Code Section 33606 which requires the Board of Supervisors to approve amendments to the Agency's budget. In addition, the Agency does not submit required quarterly reports of all expenditures and revenues to the Board of Supervisors. Consequently, the Agency lacks outside accountability and the Board of Supervisors is unaware of changes in the Agency's budgetary priorities.
 - **Agency Information:** In violation of State Health and Safety Code Section 33080.1, the Redevelopment Agency does not submit an annual report to the Board of Supervisors. Furthermore, the Board of Supervisors receives limited information describing Agency activities.

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As a result, it is difficult for the Board of Supervisors to have a clear understanding of Agency operations.

- Project Management: The Redevelopment Agency has no formal procedures for evaluating actual project accomplishments and costs against stated goals and projected costs. Consequently, the Agency has inadequate controls to ensure that projects are completed on time and within budget. For example, Western Addition A-2 and Yerba Buena Center Project costs were 39 percent and 108 percent respectively over the original budgeted amounts.

- Economic Development: The Agency's Economic Development Program has not been designed nor implemented in a cohesive manner. Significant monies have been allocated prior to a comprehensive needs assessment without using a competitive, request-for-proposals (RFP) process. As a result, the Agency has not ensured that Economic Development funds have been allocated as efficiently as possible.

- Agency Staff and Compensation: The Agency's salary structure results in approximately 12 percent of the Agency staff receiving compensation in excess of \$70,000 annually, twice the average of seven similar City departments. The percentage of Agency clerical staff and secretarial staff to total staff is approximately 72 percent greater than the size of clerical and secretarial staff for similar City departments.

Overall, the Budget Analyst found that the San Francisco Redevelopment Agency needs to increase its accountability to the Board of Supervisors in order for the Board of Supervisors to fulfill its State mandated oversight responsibilities.

5. Item 3, File 161-94-1 of this report is a proposed resolution which would (1) require the Redevelopment Agency to submit its annual budgets in the same format as City departments currently submit their budgets, (2) establish a policy that the Redevelopment Agency budget line item transfers be limited to ten percent unless approved by the Board of Supervisors, (3) require the Redevelopment Agency to provide the Board of Supervisors with quarterly reports on the Agency's fiscal condition and performance and (4) require that periodic public hearings be held by the Board of Supervisors to consider the status of all Agency programs.

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Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 3 - File 161-94-1

Department: Redevelopment Agency

Item: Resolution requiring that (1) the proposed annual budgets of the San Francisco Redevelopment Agency be in the same format as those of the City's administrative departments, (2) establishing the policy that the Redevelopment Agency's budget line item transfers be limited to ten percent, unless approved by the Board of Supervisors, (3) the Redevelopment Agency provide the Board of Supervisors with quarterly reports on the Agency's fiscal condition and performance, and (4) periodic public hearings be held by the Board of Supervisors to consider the status of all Redevelopment Agency programs.

Description: The California Health and Safety Code (Section 33610, et seq.) requires the Board of Supervisors to consider on an annual basis the proposed budget for the San Francisco Redevelopment Agency. Currently, the Board of Supervisors does review and approve the Redevelopment Agency's budget on an annual basis.

However, the budget of the SFRA used to be approved as part of the Community Development budget, on a calendar year basis. In recent years, the SFRA's budget has been considered by the Mayor and the Board of Supervisors at the same time as the City's regular budget, on a fiscal year basis. Nevertheless, the SFRA's budget continues to be adopted by a separate resolution and is not part of the City's Annual Appropriation Ordinance and the Annual Salary Ordinance.

While the Board of Supervisors has not approved legislation to require the SFRA to comply with the Mayor's and the Controller's budget instructions, the SFRA submits its budget essentially in the same level of detail as other City departments. These budgets have been submitted in a program format by Redevelopment Project Area similar to that of all City departments. However, the SFRA's line item format is not the same as the budget format of other City departments. The proposed resolution would require that the Redevelopment Agency's budgets be submitted in the same format as those of City departments.

During the City's annual budget process, the Mayor and the Board of Supervisors may exercise the same level of budgetary control over the SFRA as with any City department. However, once its budget is approved, the

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SFRA has unilaterally made significant changes to its budget, without always seeking subsequent approval from the Mayor and the Board of Supervisors. The proposed resolution would establish a policy that the Redevelopment Agency's line item transfers be limited to ten percent, similar to the limitation that applies to City departments, unless such transfers are approved by the Board of Supervisors. In accordance with the proposed resolution, this ten percent limitation provision would be included in the subsequent resolutions approving the annual budget for the Redevelopment Agency.

The proposed resolution would also require the Redevelopment Agency to submit to the Board of Supervisors quarterly reports pertaining to the fiscal condition and performance of the Agency and require that the Board of Supervisors hold public hearings on a periodic basis regarding the status of all Agency programs. The intent of the proposed resolution is that these provisions would also be included in the annual resolution that is considered by the Board of Supervisors to approve the annual budget for the Redevelopment Agency.

Comments:

1. Mr. Robert Gamble of the Redevelopment Agency reports that the Agency supports the proposed resolution. According to Mr. Gamble, any additional work or costs associated with the proposed resolution would be absorbed by the existing Redevelopment Agency staff within the Agency's existing budget.

2. In January, 1992, the Budget Analyst submitted a management audit on the Redevelopment Agency to the Board of Supervisors. Overall, the Budget Analyst found that the San Francisco Redevelopment Agency needs to increase its accountability to the Board of Supervisors in order for the Board of Supervisors to fulfill its State mandated oversight responsibilities. The proposed resolution would address many of the concerns raised in this management audit report.

Recommendation: Approve the proposed resolution.

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Item 4 - File 97-93-66

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of March 15, 1994.

1. This item is an ordinance to amend the City's Administrative Code by adding Chapter 22C to create a Communications Regulatory Commission and repealing Sections 11.40, 11.41, 11.42, 11.43, and 11.44 concerning the Telecommunications Policy Committee.

2. In the Fall of 1992, to foster competition in the cable television industry and to ensure that cable rates are reasonable, Congress passed the Cable Television Consumer Protection and Competition Act of 1992 (Cable Act). One of the purposes of the Cable Act is to authorize the Federal Communications Commission (FCC) and local authorities to regulate basic cable television services rates, thereby establishing appropriate price benchmarks. In the Spring of 1993, the FCC released regulations detailing the implementation of the Cable Act with regard to rates and related regulatory issues. The FCC has followed these regulations with several revisions and clarifications and has stated that there will be continuing proceedings on this subject.

3. In accordance with requirements of the Cable Act, in July of 1993, the City and County of San Francisco, submitted a certification application to the FCC, and is now eligible to regulate rates, pursuant to FCC formulas, for the lowest level of cable television service, basic cable. Higher levels will be regulated by the FCC. In San Francisco, franchised cable television services are provided by Television Signal corporation dba Viacom Cable (Viacom) pursuant to a non-exclusive franchise. Viacom calls its basic cable television services Limited Cable, which includes commercial network, independent and educational broadcasters, access channels, C-SPAN, and other channels. Viacom currently charges \$13.28 per month for Limited Cable services.

Should the City choose to regulate rates, the City must regulate Viacom Cable in accordance with certain complex pre-set benchmark formulas determined by the FCC, which has established these formulas based on the cost per channel charged by competitive systems. If a cable company submits a rate schedule consistent with the FCC's benchmark formula and calculations, the City may not prescribe a rate any lower than that benchmark rate. Installation rates, equipment charges, and additional outlet fees may also be regulated by the City according to preset formulas based on Viacom's costs for providing these services.

4. The proposed ordinance would establish a local Communications Regulatory Commission (the Commission) to regulate the use of property owned by the City and County of San Francisco by communication entities by supervising the granting of permits or franchises to those entities. Such entities would include cable companies and may include telephone companies. At the present time, only Viacom would be subject to the proposed Commission's jurisdiction. In addition, in accordance with the Cable Act, the proposed Commission would regulate cable television basic service rates, equipment and customer services. As previously

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stated, the FCC is responsible for regulating all other, higher level rates for cable television service.

The proposed Commission would consist of nine members, one member would be appointed by the Mayor and eight members would be appointed by the Board of Supervisors. Eight members of the proposed Commission would consist of: one licensed broadcast engineer with expertise in telecommunication; one Certified Public Accountant; one attorney; one consumer representative; one educator; one labor representative; and two members representing the public interest. The proposed ordinance does not include any requirement for specific qualifications of the ninth Commission member. Organizationally, the Commission would be under the Board of Supervisors.

5. Members of the proposed Commission would not be compensated nor would they receive reimbursement for expenses.

6. The proposed ordinance would repeal Sections 11.40 through 11.44 of the City's Administrative Code that established the Citizen's Telecommunications Policy Committee (CTPC). The CTPC was established in 1980 to consider cable television issues, to review the cable services provided by the cable television franchisee and to recommend changes in the franchise agreement. Organizationally, the CTPC is under the Board of Supervisors. The proposed Communications Regulatory Commission would effectively replace the CTPC.

7. The proposed ordinance would also establish a special fund entitled the Communications Regulatory Commission Fund which would be a depository for Purveyor Fees, or a portion of the City's Franchise Fees. In addition to establishing a special fund, the proposed ordinance would appropriate \$200,000 annually from the Franchise Fee revenues to this special fund for the purposes of paying staff and other expenses incurred by the proposed Commission. According to the proposed ordinance, the Board of Supervisors would appropriate a minimum of \$200,000 each year to the Communications Regulatory Commission Fund.

8. The proposed ordinance designates an Executive Director as a paid staff person to the Communications Regulatory Commission to serve as the liaison between the cable television operators (Viacom and any other franchisees that the City may authorize) and the various City departments, to supervise other paid staff to the Commission and to assist the proposed Commission in the performance of its duties. The proposed ordinance does not specify the number or duties of other paid staff (other than the Executive Director) to the Commission.

Comments

1. In compliance with Viacom's franchise agreement with the City, Viacom pays a franchise fee of five percent of its gross receipts to the City, amounting to approximately \$3.2 million annually. 96 percent of the Franchise Fee revenue is deposited into the City's General Fund and the remaining four percent is deposited into the City's Cable Television Access and Development Fund for public, educational and municipal access activities. According to Mr. John Madden of the

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Controller's Office, because 96 percent of the Franchise Fee revenue is deposited into the General Fund, appropriations of Franchise Fee revenues to the proposed Communications Regulatory Commission Fund would reduce the General Fund by a commensurate amount.

2. As previously stated, the proposed ordinance would appropriate \$200,000 from the Franchise Fee revenues to the proposed Communication Regulatory Commission Fund. According to Mr. Madden, the appropriation of \$200,000 to the proposed Communication Regulatory Commission Fund would require a separate supplemental appropriation ordinance. Such an appropriation ordinance should be drafted by the Clerk of the Board of Supervisors and submitted to the Mayor's Office for approval and to the Controller's Office for certification of the availability of funds. Thus, the proposed ordinance should be amended to delete lines 22 through 24, in Section 22c.4, subsection (b), "The Board of Supervisors hereby appropriates \$200,000 to the Communications Regulatory Commission Fund." The title of subsection (b) should also be amended to read "Sources and Uses of Monies", instead of "Source and Appropriation of Monies."

3. In addition, the Civil Service Commission should be requested to establish an Executive Director position for the proposed Commission before the Board of Supervisors appropriates monies to fund this position. A separate ordinance to amend the Annual Salary Ordinance would be necessary to create the new Executive Director position.

4. As of the writing of this report, a budget for expenditure of the \$200,000 for operating costs of the proposed Communications Regulatory Commission has not been finalized.

5. The author of the proposed ordinance requests that the proposed ordinance be continued until the April 19, 1994 Government, Efficiency and Labor Committee meeting.

6. The Budget Analyst will be transmitting a detailed report to the Board of Supervisors pertaining to the 1992 Cable Act and resulting regulations. The purpose of this review was to (1) identify the City's regulatory responsibilities over the local cable industry, (2) identify any problems associated with implementing the Federal regulations, (3) review Viacom's rates and their impact on customers, revenues and franchise fee payments to the City, and (4) evaluate the future of cable regulation.

Recommendations

1. Continue the proposed ordinance until the April 19, 1994 Government, Efficiency and Labor Committee meeting.

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2. Approval of the proposed ordinance is a policy matter for the Board of Supervisors. If the Board of Supervisors approves the proposed ordinance, amend the proposed ordinance as detailed in Comment 2, above, to delete lines 22 through 24, in Section 22c.4, subsection (b), "The Board of Supervisors hereby appropriates \$200,000 to the Communications Regulatory Commission Fund." The title of subsection (b) should also be amended to read "Sources and Uses of Monies", instead of "Source and Appropriation of Monies."

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Item 5 - File 156-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of March 15, 1994.

Item: Resolution urging the Mayor to urge Congress to amend 29 U.S.C. 1512 to add homeless advocacy and veterans organizations to those that may serve on the Private Industry Council (PIC), and further urging the Mayor to appoint two additional members from such organizations to the Private Industry Council, San Francisco, once Federal Law has been amended to permit such appointments. The Coalition on Homelessness would provide the Mayor with recommendations for the two additional members.

Description: 29 U.S.C. 1512, or the Federal Job Training Partnership Act of 1982 (FJTPA) authorized the formation of private industry councils nationwide to distribute employment training monies. The purpose of the Private Industry Council (PIC) is to promote and foster employment opportunities for the unemployed, the underemployed and other economically disadvantaged persons. PIC is currently composed of 29 members who are appointed by the Mayor based on nominations made by the Chamber of Commerce and educational, labor and other public sector organizations. The FJTPA designates the PIC members as representatives from these groups.

The proposed resolution would urge the Mayor to urge Congress to amend the FJTPA to increase PIC's membership by two, from 29 to 31 members. One member would represent a homeless advocacy organization and the other would represent a veteran's organization. The proposed resolution further urges the Mayor to appoint two members from such organizations to San Francisco's PIC, once Federal Law has been amended to permit such appointments. The Coalition on Homelessness would provide the Mayor with recommendations for both of the proposed new members.

Comments:

1. In 1985, based on the California Attorney General's opinion, the City Attorney issued an opinion that the Mayor may not appoint to San Francisco's PIC persons from constituency groups other than those designated in the FJTPA. The City Attorney's opinion also noted that the FJTPA empowers the PIC itself to determine the number of its members. As such, in order to add new representative organizations to PIC, the FJTPA must be amended.

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2. The proposed resolution would have no fiscal impact on the City.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 6 - File 112-94-1.1

Note: This item was continued from the Government Efficiency and Labor Committee meeting on March 15, 1994.

Item: The proposed resolution would designate the San Francisco Examiner as the official newspaper of the City and County of San Francisco, commencing July 1, 1994, for all of the City's official advertising.

Description: Official advertising is divided into two categories: (1) Ads for Two or More Consecutive Days (Category 1) - official advertising which must be published on two or more consecutive days, and all official advertising which is required to be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) Ads for Single or Non-consecutive Days (Category 2) - official advertising which must be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing and or special committees, or more than one time but not more than three times per week for a specified number of weeks.

The existing contract for Category 1 official advertising is with the San Francisco Examiner. The existing contract for Category 2 official advertising is with the San Francisco Independent.

The San Francisco Examiner's existing contract, which is due to expire on June 30, 1994, provides for all official advertising which must be published on two or more consecutive days and all official advertising which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees (Category 1 as noted above). The proposed resolution would designate the San Francisco Examiner as the newspaper to provide all official advertising services for Category 1 services as well as Category 2 services noted above, which includes all official advertising which must be published one time, or other than one-time advertising related to special meetings of the Board of Supervisors and its standing and or special committees, or more than one time but not more than three times per week for a specified number of weeks.

Comments: 1. According to the Purchasing Department, in response to its Request for Bids issued on January 28, 1994, the Department received two bids for official advertising which must be published on two or more consecutive days (Category 1) and

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four bids for official advertising which must be published for single or non-consecutive days (Category 2). Bidders were required to submit typeset samples. The Purchasing Department reports that the rate charged per line by a given newspaper, is not used as the measure for comparison of the bids submitted by newspapers because of the possible differences in the column-width and type face used by the various newspapers. According to the Purchasing Department, physical differences in the column-width, character size and spacing determine how many characters can be typeset per line. According to the Purchasing Department this potential variance in the number of characters per line makes the rate charged per line an inappropriate measure for bid comparisons and for determining lowest cost.

The San Francisco Examiner, which submitted a bid of \$282.80 for the cost of the typeset samples, was selected by the Purchaser as the lowest reliable and responsible bidder for Category 1 and 2 official advertising services. The San Francisco Examiner has certified in writing that newspapers will be delivered to any area in the City upon request.

A comparison of the six bids submitted to the Purchasing Department is as follows:

Bid Item - Official Advertising - (7/1/94 to 6/30/95)

Ads for Two or More Consecutive Days

<u>Newspaper</u>	<u>Total Cost of Typeset Samples</u>
San Francisco Examiner	\$282.80
San Francisco Chronicle	519.14

Ads for Single or Non-consecutive Days

<u>Newspaper</u>	<u>Total Cost of Typeset Samples</u>
San Francisco Beacon	\$221.44*
San Francisco Examiner	282.80
San Francisco Independent	461.91
San Francisco Chronicle	519.14

* The Purchasing Department advises that the San Francisco Beacon's bid was rejected because the company failed to (1) meet the bid requirements to publish three times a week, (2) meet the minimum circulation requirement of 50,000 copies per week and (3) meet the requirement of the submission of a verified audit report covering six months.

2. The Purchasing Department reports that the San Francisco Examiner would, for billing purposes, charge the City \$1.40 per line Monday through Saturday. For Sundays, the San Francisco Examiner would charge the City \$3.58 per line.

3. The Purchasing Department currently contracts with the San Francisco Independent for the provision of Category 2 official advertising which includes advertising which must be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing or special committees, or more than one time, but not more than three times per week for a specified number of weeks. The Purchasing Department had previously recommended awarding a contract to the San Francisco Examiner to provide the Category 2 official advertising services for Fiscal Year 1993-94 that are currently being provided by the San Francisco Independent. However, questions were raised regarding the San Francisco Examiner not delivering its newspaper to all areas of the City. As such, the Fiscal Year 1992-93 contract with the San Francisco Independent for these services was extended for a three-month period from July 1, 1993 through September 30, 1993 in order to provide additional time to address this issue. In response to this issue, the Board of Supervisors approved an ordinance (File 97-93-46) to provide that any bidders for the City's official advertising contracts must certify in writing that newspapers will be delivered to any area in the City upon request. The Purchasing Department has since extended the San Francisco Independent's contract two more times, one time for an additional six months from October 1, 1993 through March 30, 1994 in order to allow the Purchaser additional time to issue a bid for these services, in accordance with the provisions of that new ordinance, and another time to extend the contract through June 30, 1994.

4. The following comments are in response to the questions raised by the Government Efficiency and Labor Committee members at the meeting held on March 1, 1994:

(1) Ms. Diane Webb of the California Newspaper Service Bureau, advises that, in general, the rates charged by newspapers industry-wide for commercial and public advertising are primarily tied to the newspapers' total circulation. The larger the newspaper's circulation, the higher the rate that can be charged for advertising. Because circulation is such a key issue in determining the rates that a newspaper can charge for advertising, independent auditors are hired by newspapers to provide annual audit reports verifying circulation statistics. In addition to the circulation of

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the newspaper, according to Ms. Webb, other factors which can effect the rate charged for advertising include, but may not be limited to, competition, the newspaper's operating costs, overhead costs and, in general, what the particular market will bear.

(2) The FY 1993-94 budget includes the following amounts for the major City department users of official advertising:

	Budgeted	Expended Through 3/8/94
Board of Supervisors	\$263,726	\$143,000
Purchaser	6,000	4,500
Department of Public Works (DPW)	97,000	23,000
City Planning	44,721	6,600
Public Utilities Commission (PUC)	25,000	1,200
Registrar of Voters	18,017	13,745
Airport	25,000	3,500
Treasurer/Tax Collector	40,000	39,000
Department of Social Services	10,000	10,000
Water Department	37,700	34,000
Port	20,500	1,600
Real Estate	0	12,000*
Totals	\$587,664	\$292,145

* The Real Estate Department reports that it does not budget funds for official advertising. The \$12,000 expenditure noted above represents funds which were workordered to the Real Estate Department by the Department of Parking and Traffic (DPT) and the Department of Public Works (DPW) for official advertising which the Real Estate Department conducts for these two departments. Such advertising includes advertisements for bids and commercial space for the DPT and advertisements for the sale of surplus property for the DPW. According to the Real Estate Department, funds workordered from the DPT account for approximately 90 percent of these funds.

(3) With respect to advertising in newspapers, including the Chronicle and Examiner, whose circulation goes outside the boundaries of San Francisco, the Budget Analyst obtained the following Departmental comments: (1) Mr. John Taylor, Clerk of the Board advises that he believes that advertising outside of the City is of some value with respect to being able to reach persons who work in the City, and, as such, may have some financial or other interest in the City, but do not live in the City, (2) Mr. Bill Jones of the Purchasing Department advises

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that it is of some value for Purchasing to be able to advertise outside of San Francisco, (3) Mr. Hugh Havlik of the Department of Public Works (DPW) Contract Division advises that DPW has little if any need to advertise outside of the City with respect to bids and public notices (i.e., hearings). Mr. Havlik states that DPW targets its advertisement for bids primarily to the members of the Bay Area Building Exchange (includes construction, engineering and architectural firms), (4) Mr. Ben Kutnick of the Port advises that since the Port has interests which extend well beyond the boundaries of San Francisco, he believes that it is important that the Port be able to advertise outside of San Francisco, (5) Mr. Greg Ridenour of the Registrar of Voters states that being able to advertise outside of the City is of value to the Registrar of Voters with respect to the Department's advertisement of Request for Proposals and public notices advising the public of the schedule for the submission of ballot arguments, (6) Mr. John Martin of the Airport advises that it is not of any particular value to the operations of the Airport to be able to advertise outside of the City, (7) Ms. Judy Bley of the Department of Social Services reports that the Department's primary audience for official advertising is within the City and, therefore, being able to advertise outside of the City is of limited benefit, (8) Mr. Bill Laws of the Water Department reports that it is necessary for the Water Department to be able to advertise outside of the City with respect to official notices on water quality. Mr. Laws adds that, in addition, it is sometimes preferable for the Department to advertise certain bids outside of the City depending upon the type of work that is to be performed, (9) Ms. Gail Friedlander of the Treasurer/Tax Collector's Office advises that it is of no particular value to the Department to be able to advertise outside of the City, and (10) Mr. Harry Quinn of the Real Estate Department reports that the official advertising the Department conducts for the Department of Parking and Traffic and the DPW is targeted to an audience within the City and, therefore, having the ability to advertise outside of the City is of no particular value with respect to such official advertising.

5. The Attachment to this report, as prepared by the Purchasing Department, provides information in response to questions raised by the Government Efficiency and Labor Committee with respect to the following: (1) the cost of advertising per 1,000 copies of newspaper circulation for the Beacon, the Independent, the Examiner and the Chronicle newspapers (2) rack versus home circulation for each of the previously-mentioned newspapers, (3) the City's volume of official advertising by day, (4) projected costs for official

advertising for Fiscal Year 1994-95 and (5) the basis for determining such costs for the past several years.

6. Charter Section 10.100(f) stipulates, in part, that the official newspaper of the City for publication of official advertising be a newspaper of general circulation and defines a newspaper of general circulation as a publication that, among other considerations, has a bona fide circulation of at least 50,000 copies per calendar week. Administrative Code Section 2.81 outlines the regulations and procedures regarding the City's award of contracts for official advertising and, in part, stipulates that the Purchaser shall award the contract for official advertising to the lowest reliable and responsible bidder.

7. The City Attorney has issued an opinion dated March 30, 1994 which states that based on an analysis of the provisions contained in Charter Section 10.100 (f) and Administrative Code Section 2.81 as they relate to the City's official advertising, the Board of Supervisors has the following four options regarding the proposed resolution:

"1. Follow the recommendation which the Purchaser has put before you;

2. Reject the Purchaser's recommended awards and request the Purchaser to re-bid the contract;

3. Reject the Purchaser's recommended awards, repeal Administrative Code Section 2.81 before the contract is re-bid, and adopt a new ordinance establishing guidelines and criteria for determining the low or best bid (or if the new ordinance did not require competitive bids, then establish guidelines and criteria to be followed in selecting the official newspaper); or

4. Reject the Purchaser's recommended awards, move to repeal Administrative Code Section 2.81 and designate the official newspaper following only the limitations set forth in Charter Section 10.100 (f)."

8. Mr. Geistlinger, the Director of Purchasing and Services, advised the Budget Analyst that based on the bids submitted, he continues to recommend that the San Francisco Examiner be awarded the contract for the City's official advertising for both Categories 1 and 2. Mr. Geistlinger stated that his recommendation is based on his analysis that the San Francisco Examiner submitted the lowest, responsible bid, representing the lowest cost to the City. Mr. Geistlinger further stated that his recommendation is consistent with the

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existing provisions of Charter Section 10.100(f) and Administrative Code Section 2.81.

Recommendation: Based on the existing provisions of the City's Charter and Administrative Code and the recommendation of the Director of Purchasing and Services, who reports that the Examiner has submitted the lowest, responsible bid, approve the proposed resolution.



April 1, 1994

SP-100-1 4:29
AP

To : John Taylor
 Clerk of the Board

Through: Rudolf Nothenberg *URK*
 Chief Administrative Officer

From : M. H. Geistlinger *MHG*
 Director of Purchasing

Subject: Official Advertising: Response to Committee Questions

Purpose

Purchasing is responding to the questions asked of us by the Government Efficiency and Labor Committee in its meetings of March 1 and March 15. The responses below are informational and do not alter the last bid results or Purchasing's recommendation for award.

Summary

The Committee asked Purchasing questions relating to: circulation; cost-per-thousand; estimated cost of the contract extensions through FY 93-94; estimated cost of contract for FY 94-95, based on recent bids. The specific questions are detailed below.

Purchasing's recommendation that the Examiner receive the contract for Type II advertising for FY 94-95 has not been affected by the investigations we have performed. As confirmed by the City Attorney in their memo of March 30, the Admin. Code requires Purchasing to base its recommendation on lowest bid, which results in recommendation of the Examiner. We cannot use lowest cost-per-thousand (CPM) as a basis of award. Also, based on our calculations, using lowest CPM can result in different winners, as shown below:

Paper	Current (1) Lowest Bid	Other Possible Bid Criteria	
		(2) Cost per 1000, Total Circ.	(3) Cost per 1000, SF Circulation
Beacon	1*	4	4
Chronicle	4	1	2
Examiner	2**	2	3
Independent	3	3	1

* The Beacon was nonresponsive, because it does not publish three times/week.

** The Examiner is recommended, because it submitted the lowest responsive bid.

If the Committee determines that the information provided indicates that it is in the City's best interests to consider these factors in a future bid, Purchasing could reject all bids, revise the specifications according to the Committee's instructions and rebid. Purchasing would need to complete a revised specification and issue bids by April 19 to allow time for bidding, evaluation and Board approval prior to the expiration of the current contract extension on June 30, 1994. If revisions to the Administrative Code are required, it is very probable that an award could not be made prior to June 30, and that another extension of the contract would be required or an award to the Examiner.

The extra cost of the contract extensions for FY 93-94 is estimated to be \$132,000. This is the difference between the estimated cost of awarding the FY 93-94 contract to the Examiner, which was the low bidder (\$302,000) and the estimated cost of extending last year's contract with the Independent at last year's prices (\$434,000).

The Committee's specific questions are grouped by Circulation and Cost, and addressed below.

Circulation Issues

Question 1: What is the circulation of the newspapers: in San Francisco, outside San Francisco, total circulation and San Francisco home and rack?

Exhibit 1-1, "Average Daily Circulation," shows the average daily circulation, by day of the week, for all four bidders. Exhibit 1-2, "Circulation," contains all of the information from Exhibit 1-2, and adds home vs. rack information for circulation in San Francisco. Exhibit 1-3, "San Francisco Circulation, Home and Rack," shows each bidder's proportion of home vs. rack delivery within San Francisco.

The information in these Exhibits is based on the audit figures submitted by the bidders and, where necessary, information requested by Purchasing after the bids were submitted. For the Chronicle and Examiner, a single average figure is shown for Monday through Friday circulation, because detailed figures by day were not contained in the audit reports.

Finally, Exhibit 1-4, "Historical Proportion of Official Advertising, by Day of Week," shows what percentage of the City's official advertising was placed on each of the three days of the week the Independent publishes, during the period 7/1/92-2/28/94. The percentages are: Tuesday, 16%; Friday, 59%; Sunday, 25%.

Question 2: What is the cost per thousand (CPM) for San Francisco circulation and total circulation?

Exhibit 2-1, "Analysis of Cost per 1000 Circulation," presents the following information for each bidder: bid sample cost; San Francisco circulation; CPM, for San Francisco circulation; total circulation; CPM, for total circulation. Based on CPM for San Francisco circulation, the Independent offers the lowest cost per 1000. The Chronicle offers the lowest cost per 1000 based on total circulation.

Exhibit 2-2, "Cost per 1000 Circulation, by Day of Week," and Exhibit 2-3, "Average Cost per 1000 Circulation," contains the daily and average CPM information shown in Exhibit 2-1.

A summary of the CPM information appears below.

<u>Paper</u>	<u>CPM, by Type of Circulation</u>	
	<u>Total Circ.</u>	<u>SF Circulation</u>
Beacon	\$19.87	\$19.39
Chronicle	0.92	4.17
Examiner	2.09	4.76
Independent	3.15	4.03

Calculating the cost-per-thousand was a complex undertaking, because the papers publish on different days of the week; have different circulations for each day of publication; and, in two cases, have varying prices by day of publication. Moreover, the bidders' audit reports lack some of the information needed to perform a very precise cost-per-thousand analysis. Accordingly, to provide the Committee with an analysis, we had to make the following steps and assumptions:

- The CPM was calculated by dividing each bidder's sample price by the bidder's circulation taken from the circulation audit reports provided in their last bid.
- CPM figures for the Independent and Beacon were calculated using the weighted average of three days of publication of the past twenty months (July 1, 1993 through February 28, 1994). The weighted average represents historically the volume of official advertising (non-consecutive day) the City has placed on Tuesday, Friday and Sunday with the Independent.
- CPM figures for the Chronicle and Examiner were calculated using Monday through Saturday (no Sundays) averages. This is consistent with the historical basis of evaluation (i.e., not including Sunday rates). Award has always been made to the lowest reliable and responsible bidder. It is most realistic that, if the Examiner or Chronicle were awarded a contract, the departments would most likely not advertise in the more expensive Sunday editions.

In particular, the Clerk of the Board, who is the largest single advertising department, advises that their current Sunday advertising in the Independent would be shifted to Saturday should award be made to the Examiner or Chronicle. It should be noted that, even if the City's advertising pattern was to remain unchanged, the Examiner would still have a lower total cost than the Independent.

Cost Issues

Question 3: What are the estimated costs for Type II official advertising for the FY 93-94 under the current contract extension, and the estimated costs for the FY 94-95 if awarded to the various bidders?

Exhibit 3-1, "FY 93-94 Estimated Cost of Official Advertising (Type 2)" compares what the City will have paid by extending last year's contract with what we would have paid if the Examiner, the low bidder, had been awarded the contract for FY 93-94. The Exhibit shows that the City will pay the Independent \$434,000 for the entire fiscal year; would have paid the Examiner \$302,000; for a difference of \$132,000. This represents an extra monthly cost of approximately \$11,000. These estimated costs are calculated on the actual costs from June 1, 1993 through February 28, 1994 and prorated for the balance of this fiscal year.

Exhibit 3-2, "FY 94-95 Estimated Cost of Official Advertising (Type 2)," compares the estimated annual costs of awarding the contract to each bidder, which are: Beacon, \$236,000; Chronicle, \$555,000; Examiner \$302,000; Independent, \$493,000.

Question 4: What have been the bid rates for official advertising in the past?

Exhibit 4-1, "Five-Year Summary of Official Advertising Bid Prices," shows the various bid prices per line since the bids for FY 89-90. The chart is provided as requested, but should not be used to compare one bidder to another. The comparison can not be made because of variances in the amount of text per line between the bidders.

Question 5: Is there a different method for making award and determining cost?

No. The basis of award has been unchanged since the bid of FY 90-91, when the lowest cost per line was changed to the lowest cost of a typeset sample. Using the typeset sample as a basis of award has been consistent in every bid since then. In the last bid, Purchasing did clarify that the bidders were required to bid the same price on at least three days of publication and that Sunday prices would not be taken in consideration for the bid evaluation unless that was one of only three days of publication. Historically this has always been the method in which bid evaluations were calculated and this formalized the historical practice in the bid specification.

The bid specification has also included the statement that "Official advertising shall be published on Sundays and holidays only when specifically ordered by a City department". Purchasing is unaware of any requirement that any official advertising be published on Sunday. Also, when the Independent was performing this contract from July 1990 through March 1992, it was publishing on Tuesday, Thursday and Saturday.

Schedule

If the Board wishes to change the bid specification and rebid, Purchasing would have to issue the new bid package by April 19 to allow time for bidding, evaluation and Board approval. If an Administrative Code change is required, it is very unlikely that there would be time to receive Board approval prior to June 30, 1994, when the current extension expires. It would then be necessary to extend the contract a fifth time or award to the Examiner.

Conclusion

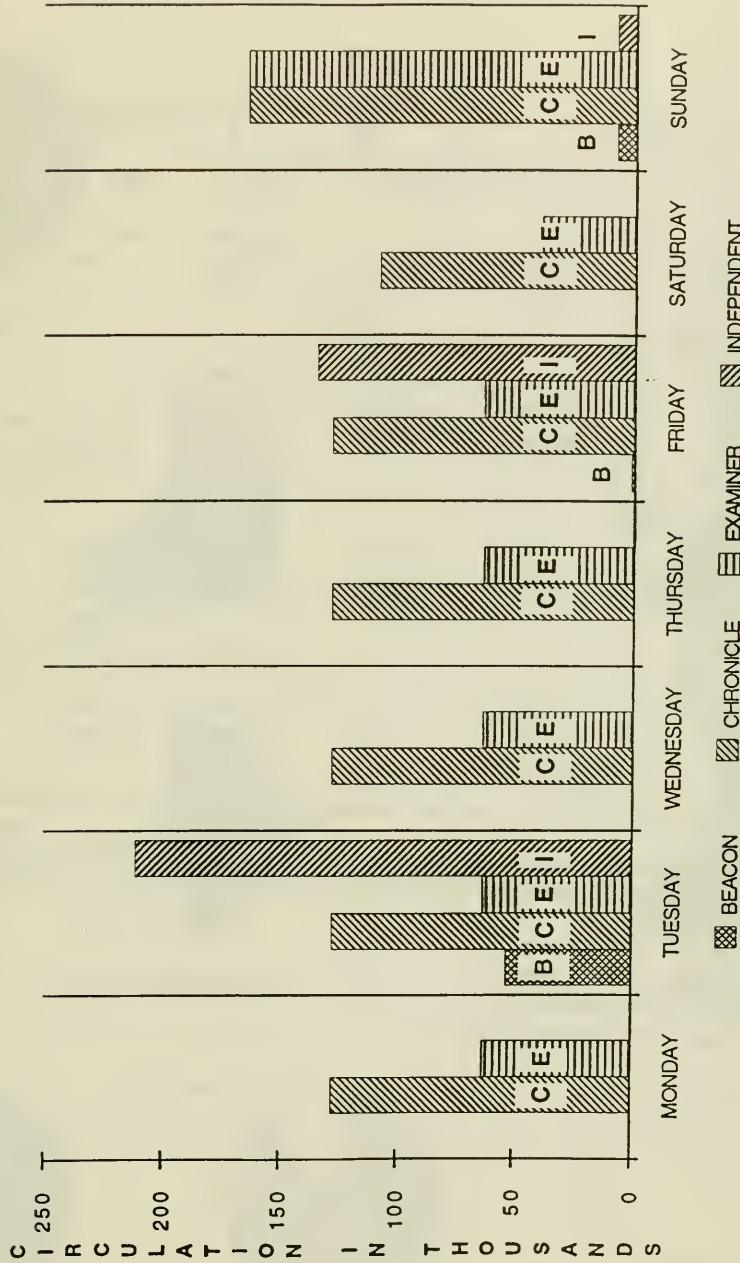
Because of the need to issue bids by April 19, Purchasing requests early direction from the Committee regarding its preferences for this contract. The March 30 memo from the City Attorney notes at its conclusion the options before the Committee.

List of Exhibits

- 1-1: Average Daily Circulation (chart)
- 1-2: Average Daily Circulation (table)
- 1-3: San Francisco Circulation, Home and Rack
- 1-4: Historical Proportion of Official Advertising, by Day of Week
 - 2-1: Analysis of Cost per 1000 Circulation
 - 2-2: Cost per 1000 Circulation, By Day of Week
 - 2-3: Cost per 1000 Circulation, Average
- 3-1: FY 93-94 Estimated Cost of Official Advertising (Type 2)
- 3-2: FY 94-95 Estimated Cost of Official Advertising (Type 2)
- 4-1: Five-Year Summary of Official Advertising Bid Prices

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
Preston Tom, Deputy City Attorney

AVERAGE DAILY CIRCULATION



See notes to Exhibit 1-2.

EXHIBIT 1-2 — AVERAGE DAILY CIRCULATION

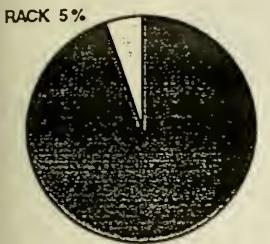
	AVERAGE DAILY CIRCULATION			CIRCULATION IN SF	
	SF	OTHER	TOTAL	HOME	RACK
BEACON					
TUES	53,179	0	53,179	50,519	2,660
FRI	1,400	0	1,400	149	1,251
SUN	8,090	1,113	9,203	0	8,090
CHRONICLE					
MON-FRI	127,828	446,451	574,279		
SAT	107,766	424,003	531,769		
SUN	163,690	566,628	730,318	102,560	58,152
MON-SAT				82,060	39,951
EXAMINER					
MON-FRI	63,380	76,889	140,269		
SAT	39,067	69,895	108,962		
SUN	163,690	566,628	730,318	102,560	58,152
MON-SAT				28,063	31,641
INDEPENDENT					
TUES	211,250	0	211,250	192,945	18,305
FRI	134,074	53,226	187,300	118,154	15,920
SUN	8,090	1,113	9,203	0	8,090

Circulation figures are as reported in newspaper audit reports and supplementary documents provided by the newspapers and their representative agencies, for the following periods:

- Beacon, 9/1/93-12/31/93
- Chronicle, 10/1/91-9/30/92
- Examiner, 10/1/91-9/30/92
- Independent, 7/1/93-12/31/93

EXHIBIT 1-3
SAN FRANCISCO CIRCULATION — HOME AND RACK

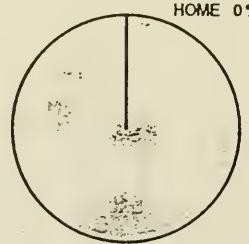
EACON



TUESDAY

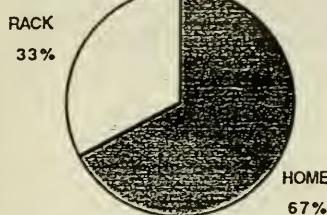


FRIDAY

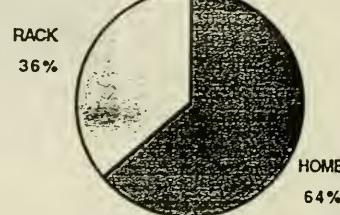


SUNDAY

CHRONICLE

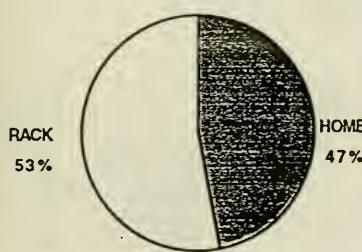


MONDAY-SATURDAY

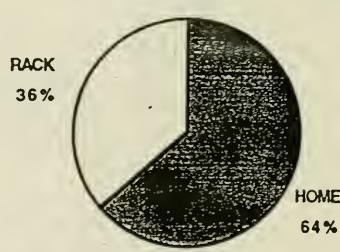


SUNDAY

KAMINER

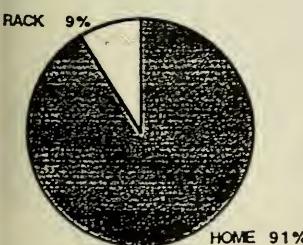


MONDAY-SATURDAY

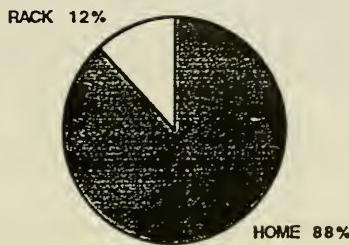


SUNDAY

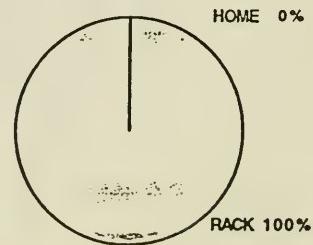
DEPENDENT



TUESDAY



FRIDAY



70

SUNDAY

EXHIBIT 1-4

HISTORICAL PROPORTION OF OFFICIAL ADVERTISING, BY DAY OF WEEK

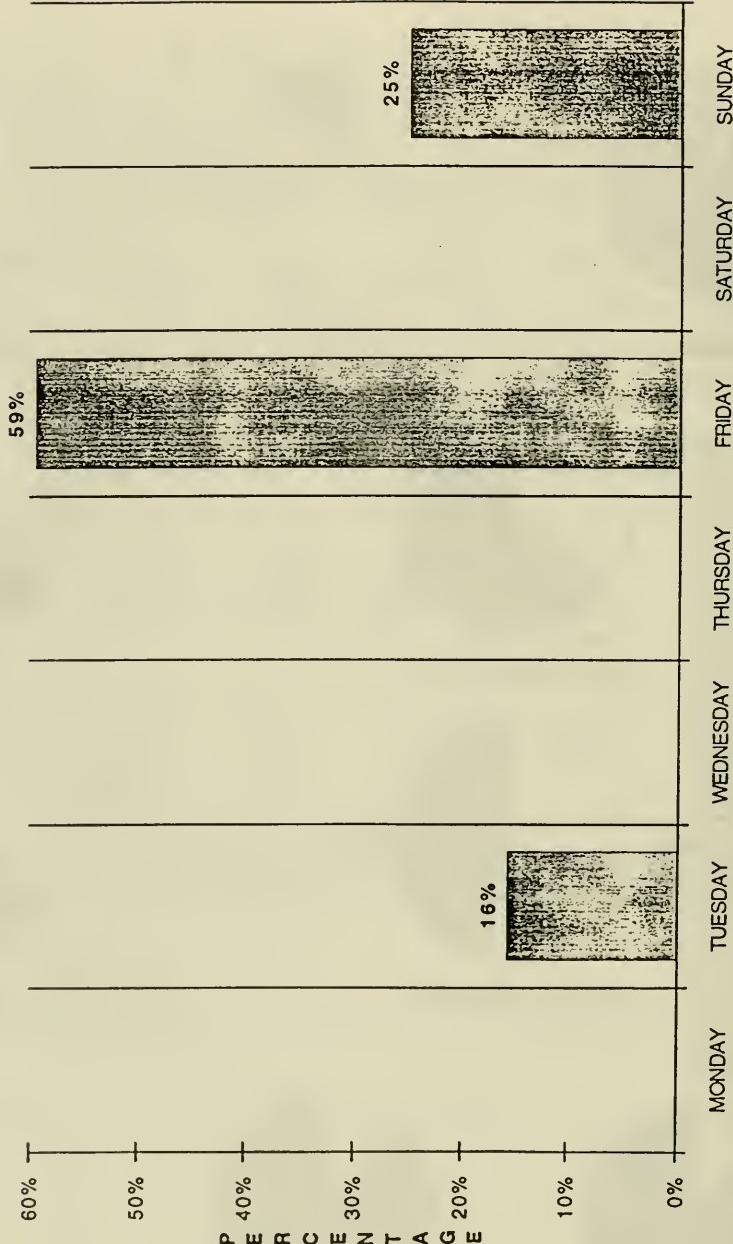


EXHIBIT 2-1 — ANALYSIS OF COST PER 1000 CIRCULATION

	BID SAMPLE COST	AVERAGE BID SAMPLE COST PER 1000 CIRCULATION					
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BEACON	BID SAMPLE COST	\$221.44				\$221.44	\$221.44
	SF CIRCULATION	53.20				1.40	8.10
	COST PER 1000	\$4.16				\$158.17	\$27.34
	OTHER CIRCULATION	0.00				0.00	1.10
	TOTAL CIRCULATION	53.20				1.40	9.20
	COST PER 1000	\$4.16				\$158.17	\$24.07
CHRONICLE	BID SAMPLE COST	\$519.14	\$519.14	\$519.14	\$519.14	\$519.14	\$519.14
	SF CIRCULATION	127.80	127.80	127.80	127.80	127.80	127.80
	COST PER 1000	\$4.06	\$4.06	\$4.06	\$4.06	\$4.06	\$4.06
	OTHER CIRCULATION	446.50	446.50	446.50	446.50	446.50	446.50
	TOTAL CIRCULATION	574.30	574.30	574.30	574.30	574.30	574.30
	COST PER 1000	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90
EXAMINER	BID SAMPLE COST	\$282.80	\$282.80	\$282.80	\$282.80	\$282.80	\$282.80
	SF CIRCULATION	63.40	63.40	63.40	63.40	63.40	63.40
	COST PER 1000	\$4.46	\$4.46	\$4.46	\$4.46	\$4.46	\$4.46
	OTHER CIRCULATION	76.90	76.90	76.90	76.90	76.90	76.90
	TOTAL CIRCULATION	140.30	140.30	140.30	140.30	140.30	140.30
	COST PER 1000	\$2.02	\$2.02	\$2.02	\$2.02	\$2.02	\$2.02
INDEPENDENT	BID SAMPLE COST	\$461.91				\$461.91	\$461.91
	SF CIRCULATION	211.30				134.10	8.10
	COST PER 1000	\$2.19				\$3.44	\$57.03
	OTHER CIRCULATION	0.00				53.20	1.10
	TOTAL CIRCULATION	211.30				187.30	9.20
	COST PER 1000	\$2.19				\$2.47	\$50.21

Notes:

All circulation figures are in thousands.

Circulation figures are as reported in newspaper audit reports and supplementary documents provided by the newspapers and their representative^a for the following periods: Beacon, 9/1/93-12/31/93; Chronicle, 10/1/91-9/30/92; Examiner, 10/1/91-9/30/92; Independent, 7/1/93-12/31/93.

^aAverage bid sample cost per 1000 circulation* figures are weighted averages, based on advertising volume per day of week.

EXHIBIT 2-2

COST PER 1000 CIRCULATION, BY DAY OF WEEK

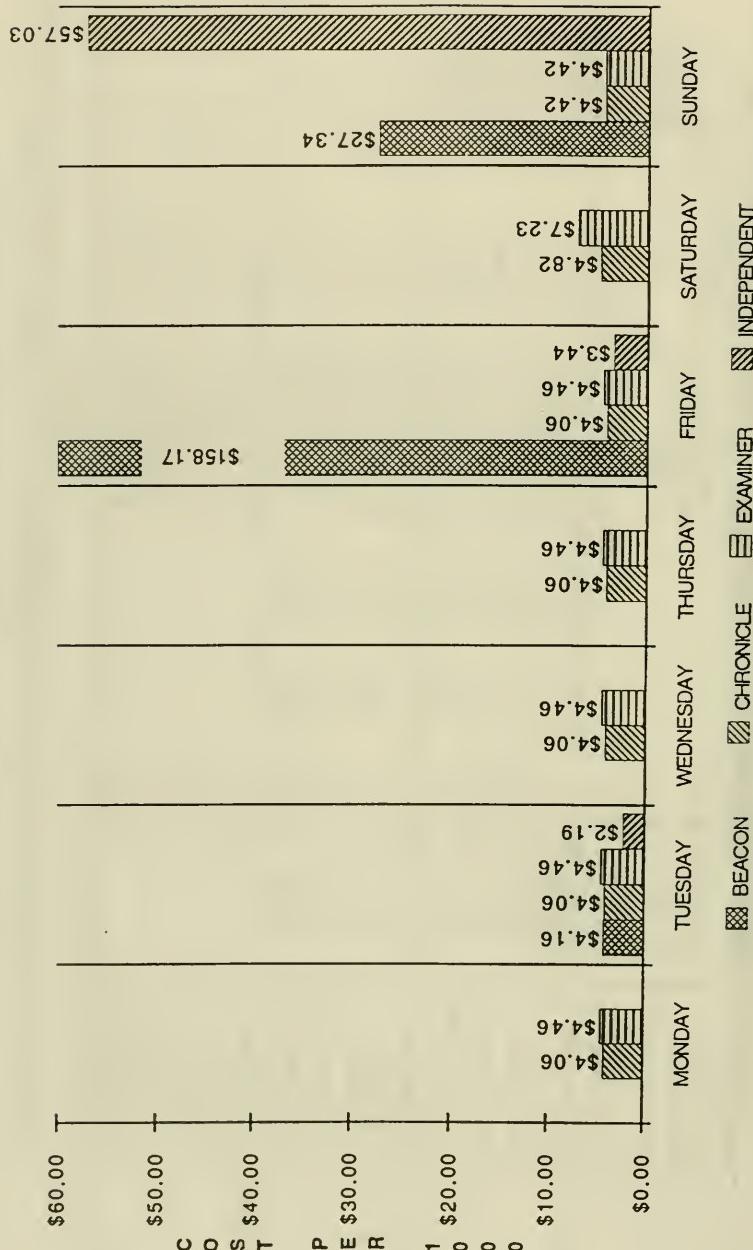


EXHIBIT 2-3

AVERAGE COST PER 1000 CIRCULATION

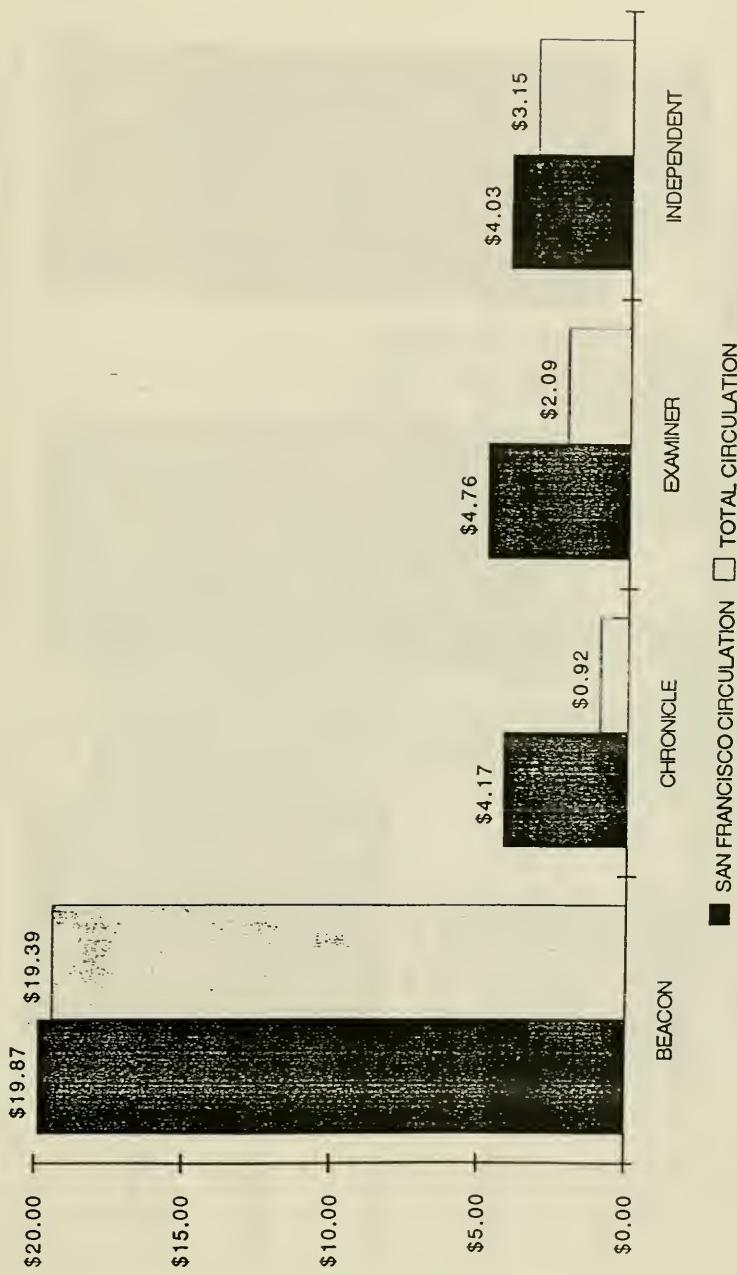
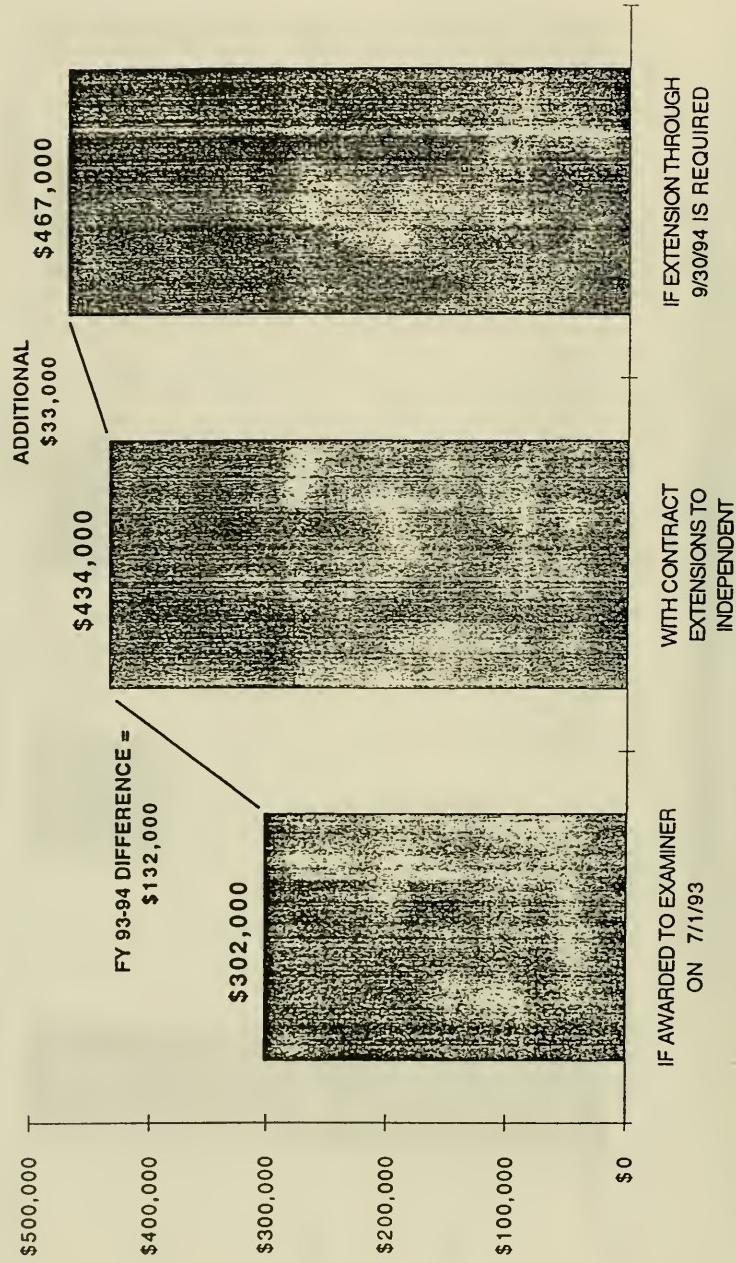
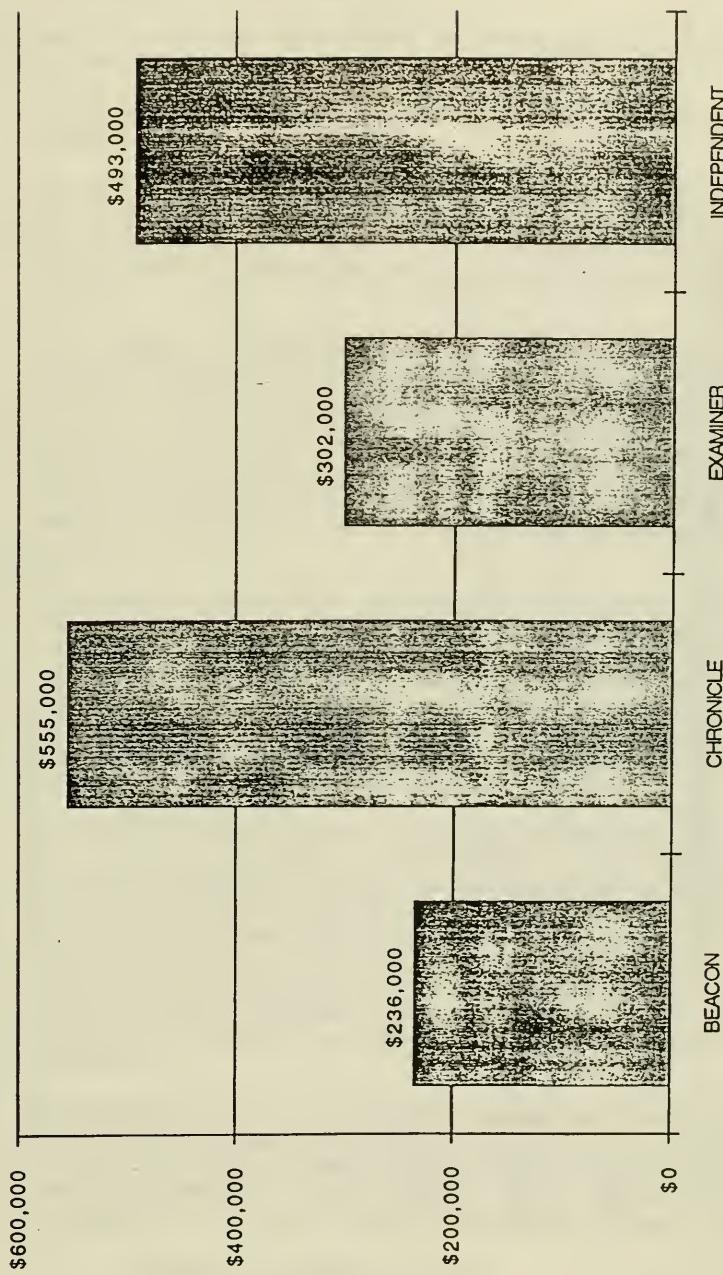


EXHIBIT 3-1

FY 93-94 ESTIMATED COST OF OFFICIAL ADVERTISING (TYPE 2)



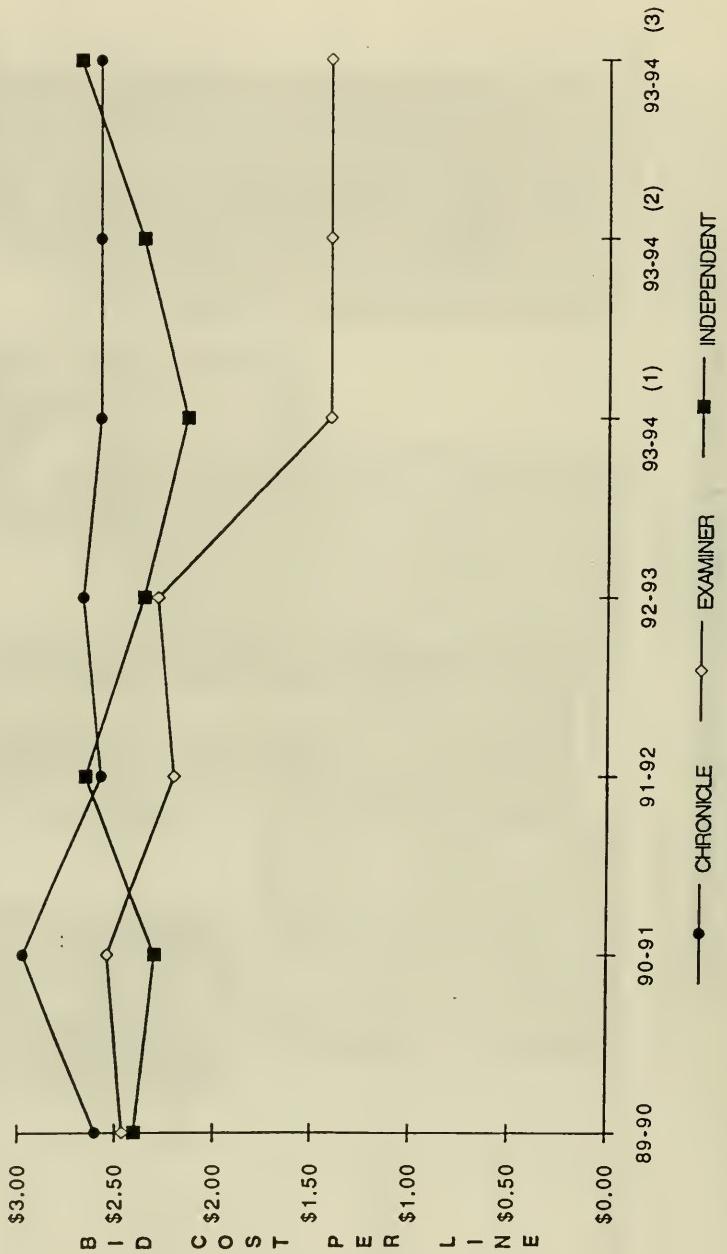
FY 94-95 ESTIMATED COST OF OFFICIAL ADVERTISING (TYPE 2)



Note: Beacon bld was disqualified.

EXHIBIT 4-1

FIVE YEAR SUMMARY OF OFFICIAL ADVERTISING BID PRICES



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Items 7, 8 and 9 - Files 172-94-3, 97-94-3 and 97-94-4

Note: These items were continued at the March 15, 1994 Government Efficiency and Labor Committee meeting.

Department: Department of Public Health, San Francisco General Hospital (SFGH)

Items: File 172-94-3 - Ordinance authorizing the Director of Public Health to execute an affiliation agreement between the City and County of San Francisco and the Regents of the University of California for the provision of patient care services at San Francisco General Hospital.

File 97-94-3 - Ordinance amending Administrative Code by repealing Section 19.A.3, which authorizes and directs the Director of Public Health to designate space at San Francisco General Hospital in order that the University of California (UC) may conduct research projects. Since the use of research space at San Francisco General Hospital by UC is covered by the proposed Affiliation Agreement, this section of the Administrative Code would no longer be necessary if the Affiliation Agreement is approved.

File 97-94-4 - Ordinance amending Administrative Code by repealing Section 19.A.11, which authorizes the Health Commission and the Purchaser to enter into an agreement with the University of California for the provision of medical and laboratory services at San Francisco General Hospital for the period beginning July 1, 1959 and renewable on an annual basis thereafter. Again, this section of the Administrative Code will no longer be necessary should the proposed Affiliation Agreement be approved.

- Overview:**
1. The only written Affiliation Agreement between the City and County and the University of California was approved in 1959. A proposed Affiliation Agreement was submitted to the Board of Supervisors in 1987. The 1987 proposed agreement stipulated that Interns and Residents would be transferred from employment by the City and County of San Francisco to the employment by UC. The San Francisco Interns and Residents Association opposed the proposed Affiliation Agreement because of the employment transfer provision. The Board of Supervisors did **not** approve that proposed agreement.
 2. The Affiliation Agreement should be distinguished from the *UC Contract*. The purpose of the Affiliation Agreement is to establish the agreements and understandings of the parties in terms of their relationship, respective responsibilities, rights, obligations and expectations. The UC Contract is an annual budget document which

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is re-negotiated each year as part of the budget process. The annual UC Contract establishes the amount that the City will reimburse the University for purchased services.

3. Despite that fact that this proposed Affiliation Agreement is not a budgetary document, it does set forth policies and define methodologies for future budgetary development and payment procedures.

4. Other key features of the proposed Affiliation Agreement involve the transfer of all San Francisco General Hospital Physician Specialists to the employment of the University of California. Currently, these Physician Specialists are all co-employed by the City and County of San Francisco and the University of California. This transfer of employment will affect approximately 182 individuals, who staff 66.5 full time equivalent Physician Specialist positions. These individuals would become employees solely of the University of California beginning October 1, 1994.

Also, the Affiliation Agreement calls for the consolidation of space leased by UC at San Francisco General Hospital with "research space", currently provided to UC at no charge and authorized by Administrative Code Section 19A.3 (which would be repealed by approval of the proposed ordinance in File 97-94-3 - Item 9) under a master lease agreement. No additional revenue would be gained by San Francisco General Hospital as a result of this lease consolidation.

5. Although the proposed Affiliation Agreement is not a budgetary document or contract for purchased services, the Budget Analyst has included budgetary data and service descriptions as summarized in this report and detailed in Attachment 1 to this report.

Description: The following subsections of this report describe certain substantive issues addressed in the proposed Affiliation Agreement.

1. *Covered Services* to be provided under the proposed Affiliation Agreement which are defined in the agreement as services for which the City and County makes payment including (a) patient care services rendered to unsponsored patients treated at SFGH, (b) management services, (c) supervision of Housestaff (interns and residents employed at SFGH, and (d) other services agreed upon by University and SFGH. Covered services include not only those services for which the City and County makes payment, but also those services for which the University may render professional bills, irrespective of collection. Nothing in this Agreement requires that the City and County shall pay for the same service that is paid for by another payer.

BOARD OF SUPERVISORS
BUDGET ANALYST

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The table below provides a summary budget by hospital department for the 1993-94 UC Contract for services provided to SFGH.

SUMMARY 1993-94 BUDGET FOR UC CONTRACT

<u>Department</u>	<u>Total Full Time Equivalent Positions</u>	<u>Total 1993-94 Budget</u>
<u>Medicine</u>		
Administration- Medical Staff Office	6.00	\$ 364,004
AIDS Clinic	36.78	2,623,574
AIDS Evening Clinic	4.10	244,643
Anesthesia	19.60	2,449,400
Biomedical Engineering	12.35	799,212
Cardiology	14.30	1,347,613
Clinical Labs	164.08	12,011,522
Emergency Services	15.76	2,497,672
Pediatric Emergency	2.00	279,437
Family Community Medicine	2.83	296,366
Gastro-intestinal AIDS	6.66	484,847
Housestaff Benefits		1,030,320
Intensive Care Unit Stat Laboratory	6.10	468,114
Medical HIV Testing	4.00	236,522
Nuclear Medicine	16.05	1,998,934
Obstetrics/Gynecology	2.00	166,823
Pathology	16.50	1,151,098
Pharmacy	3.00	249,974
Pulmonary AIDS	2.50	189,864
Radiology	1.20	218,623
Rehabilitation Medicine	0.50	65,253
Respiratory Therapy	31.65	<u>2,041,005</u>
Total- Medicine	367.96	\$31,214,820
<u>Psychiatry</u>		
Psychiatric	36.70	\$3,395,658
Psych Infant Parent	2.80	<u>198,670</u>
Total-Psychiatry	39.50	\$3,594,328
<u>Other Expenditures</u>		
Physician Services to Medically Indigent		\$2,300,000
Renal Dialysis		406,000
MIA Obstetrics/Gynecology		<u>50,000</u>
Total Other Expenditures		<u>\$2,756,000</u>
Grand Total	407.46	\$37,565,148

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The SFGH is currently addressing a projected 1993-94 revenue shortfall through a variety of expenditure reductions, revenue enhancements and one-time revenue from retroactive SB855 Disproportionate Share Payments. As part of this effort, the 1993-94 UC Contract is scheduled to reduce actual expenditures by approximately \$800,000 to \$1.0 million. This reduction is not expected to result in reduced UC Contract services as savings have been realized in actual expenditures.

Attachment 1 to this report provides a detailed breakdown of each UC budget unit, including expenditures by object, position detail and descriptions of services provided. As shown in the table on the previous page, the total 1993-94 UC contract budget is \$37,565,148.

2. Responsibilities of University

Under the proposed Affiliation Agreement, the University shall be responsible for: (a) provision of Covered Services; (b) supervision of Housestaff and University Personnel; (c) compliance with the terms of this Agreement; and (d) personnel responsibilities.

In general, the University shall provide a sufficient number of University Personnel and Housestaff (University interns and residents serving at San Francisco General) in order to render patient care which meets the clinical services negotiated and approved in the Contract Budget for any given fiscal year.

Housestaff and Medical Students

The University shall be solely responsible for selecting, supervising, and training of Housestaff (interns and residents), medical students, and any other University trainees rotating through the SFGH. The City and County shall pay the salaries and reimburse the University for the cost of fringe benefits of Housestaff for the portion of their residency when they are assigned to the SFGH. The number of Housestaff for which the City and County shall pay shall be negotiated annually and shall be determined no later than July 1 for the Contract Year which begins the following July 1.

3. Responsibilities Of City and County

The City and County, through the Director of Public Health, is responsible for the governance, administration, and operation of SFGH. This responsibility shall be exercised through the SFGH Executive Administrator as delegated by the Director; the Administrator may delegate to the University responsibility for aspects of SFGH operations, but he/she retains full authority for SFGH administration.

SFGH Budget The City and County shall develop, approve, and implement an annual budget for the SFGH, which shall include negotiation and approval of the annual Final UC Contract Budget.

4. Joint Responsibilities - UC and City and County Responsibilities

Revenue Maximization - The Parties (defined in the agreement as the City and County of San Francisco and the University) shall jointly be responsible for maximizing Third Party Reimbursement to the extent it is within each Party's control; each Party shall require personnel under its supervision to act cooperatively to enable the other to recover all available Third Party Reimbursement.

Property Leases - The proposed Affiliation Agreement submitted to the Board of Supervisors originally proposed that, within one year of the execution of this Agreement, it was to be the intent of the parties that all SFGH Campus space currently occupied by the University for research purposes would be consolidated into a single master lease agreement at no additional cost to either party. Presently, there are 14 Lease Agreements between the City and County and University covering 85,198 square feet of space on the SFGH Campus for research purposes. In addition, the University occupies or intends to occupy, 81,285 square feet of space on the SFGH Campus, for which it is not charged by the City and County and which is not currently subject to a lease between the City and County and University.

In response to the recommendation of the Budget Analyst in our report to the Government Efficiency and Labor Committee of March 16, 1994 that the proposed agreement be amended to clearly require that the lease negotiations be based on fair market rental values for that portion of space now leased by the University, the SFGH and UC have removed the provision of the proposed agreement that would require such negotiations for a master lease at no additional cost to either party.

Under the existing 14 lease agreements between UC and SFGH, current annual revenue of approximately \$231,000 is being paid by UC for the 85,198 square feet of space; a rental rate of approximately \$.226 per month per square foot (\$2.71 annually). Each of these leases have different expiration and rental adjustment dates. If the proposed 81,285 in research space is consolidated with the leased space at no additional rent to UC, the University would occupy a total of 166,483 square feet for the \$231,000 annual total rent payments, or approximately \$.116 per square foot per month (\$1.39 annually).

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The Department of Real Estate advises that the current fair market value of SFGH leased and UC research space is, on average, \$.55 per square foot per month (\$6.60 annually). Therefore, the total fair market value for the 166,483 square feet leased and or occupied by UC for research purposes is \$1,098,787 annually.

According to SFGH under the proposed Affiliation Agreement (and in actual practice now) the City and County will receive reimbursement for the fair market rental value of this occupied space through both cash and in-kind services. For the space leased under the 14 lease agreements, the City and County will receive cash in the amount of \$231,000 per year. In addition, the City and County will receive in-kind services in terms of malpractice coverage for University Physicians providing care to indigents and University administrative costs incurred on behalf of SFGH. The value of these in-kind services, or offsets to cash rental payments, is estimated by the parties to equal at least \$1.1 million annually (\$450,000 for malpractice coverage for indigent services and \$650,000 for University administrative services which would otherwise be incurred by the SFGH.

The table below compares the current fair market value of the UC-leased space and research space provided to UC at no charge, with the current rent payments and value of "offsets" described above.

Fair Market Value (@\$0.55 per sq.ft. per month) of Space Leased by UC and Space Provided at No Charge for Research Purposes	Current Revenue Received and Estimated Value of "Offsets" Provided in Proposed Agreement
14 Existing Leases for 85,198 Sq. ft.	\$562,307
	\$231,000 Annual Rent Paid by UC for Leased Space
Research Space - 81,285 Sq. ft. provided at no charge to UC	450,000 Estimated Value of Malpractice Coverage
	650,000 Estimated Value of UC Administrative Costs
Totals	\$1,098,788 \$1,331,000

Utilities The City and County agrees that the utility rates for the fourteen (14) leases shall be reduced from \$.62 per square foot per month to \$.4513 per square foot effective July 1, 1994 and each of said fourteen leases is amended to set forth the new rate for the base year July 1, 1994 through June 30, 1995. This reduced utility charge, based upon a reduction of pro rated charges for SFGH

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power plant operations, will result in the approximate loss of \$17,500 annually in utility payments to SFGH.

Chief of Staff and Medical Staff Office.

Effective July 1, 1994, the University and the City and County of San Francisco shall provide half of the financial support for the Medical Staff Office. Each year during annual budget negotiations, the University and the City and County shall develop a mutually acceptable budget for the Medical Staff Office. This condition of the agreement was actually put into effect, for the first time, in the current 1993-94 Fiscal Year budget. The cost of this condition is currently \$364,004 annually. However, the inclusion of this budget item was negotiated and not mandated by the Affiliation Agreement.

5. Covered Services

Patient Care Services. - The University shall, subject to the Final Contract Budget, provide the quantity and types of medical services required to meet the medical needs of all SFGH patients, including those who may experience limited access to other providers due to financial, social, cultural, geographic, or medical reasons, or who have other special needs. The University shall provide the same quality of care to all patients, regardless of financial sponsorship or ability to pay.

Off-site Services - If the patient's attending physician determines that diagnostic and/or therapeutic services necessary for the delivery of appropriate medical care are not available at SFGH, the attending physician shall arrange for the necessary services to be delivered elsewhere to the extent possible. This condition does not obligate the City and County, the University, or a physician to obtain services not covered or provided under the tertiary care contract or by the patient's third-party payor. (The tertiary care contract is a separate agreement for provision of critical care services not available.)

Management Services - The University shall provide administration and management of all clinical departments through Chiefs of Service. The Chiefs of Service shall be responsible for managing their respective Departments in compliance with all relevant professional standards, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, and this Agreement.

6. Payment For Covered Services

University Services Budget - Beginning in 1994, the University shall prepare and submit each year a University Services Budget three weeks before the SFGH budget is due to the Health Commission. The University Services Budget shall include the anticipated cost of providing all Covered Services for the following Contract Year and the anticipated cost of providing any supplemental services requested by City and County.

Final Contract Budget - The Final Contract Budget for Covered Services shall be approved annually, based on the University Services Budget. The approval process will involve consideration of the UC Contract Budget as part of the SFGH budget request which must be approved by the Health Commission, the Mayor and the Board of Supervisors.

Nothing in this Agreement shall specify the level of the Final Contract Budget for any Contract Year; such level is to be determined through the annual budget negotiation process, and subject to the final approval of the budget by the City and County. If the Final Contract Budget is different from the University Services Budget, the Parties (City and County and the University) will negotiate in good faith to determine the nature, level, and scope of services that will be provided within the Final Contract Budget.

Departmental Reviews. During the first two years of this Agreement, the SFGH Departments shall be reviewed by the University and the SFGH for the purpose of determining the nature, scope, and level of services provided to patients served in those Departments. In addition, the University and the SFGH shall determine the appropriate level of payment and the payment methodology for such services. Once the University and the City and County determine the appropriate level of payment and payment methodology for all Departments, the University shall prepare the University Services Budget in accordance with that payment method.

The Departmental reviews are to permit review and analysis of payment methodologies in order to adapt the provision of University and SFGH services to health care reform and new methods of health care financing. In the future, the payments to UC may be based on actual units of service provided, rather than reimbursement of actual UC costs or, alternatively, based on capitated rates for defined patient populations. Either alternatives would be more consistent with the State of California's strategic plan for implementation of a system of managed care or expected Federal health care reform initiatives.

The proposed agreement stipulates that the changes in payment methodology will be enacted without further amendment to the Affiliation Agreement, but instead will be decided and implemented by the "President of the University or his/her designee and the Director of (Public) Health or his/her designee."

In response to the recommendation of the Budget Analyst in our report to the Government Efficiency and Labor Committee of March 16, 1994, the SFGH has agreed to submit the revised billing methods for approval by the Health Commission, the Mayor and the Board of Supervisors during the annual budget process.

The proposed agreement also provides that SFGH can put any of the services provided by UC out to bid as a means of seeking a lower cost provider or of substantiating the competitiveness of the University's costs. In such an event, SFGH must give UC a "right of first refusal", or an opportunity to match the lowest bidder.

Interim Payments. Until a Department is reviewed and the payment methodology agreed to by both Parties, payment shall be made in accordance with existing practices which reimburses UC for salaries and benefits of University employees, reimbursement for fringe benefits of Housestaff (interns and residents) and budgeted expenditures for materials and supplies and equipment.

Changes During a Budget Year - Subject to the budget and fiscal provisions of the City and County's Charter, the parties may agree at any time during a budget year that additional services may be necessary in order that SFGH may continue to provide adequate patient services hereunder. In addition, the parties agree that during the budget year, the scope of certain services historically provided may be reduced so that SFGH may continue to provide a range of services adequate to meet patient care needs. Should such a determination be made, City and County shall negotiate with the University in good faith for provision of such services in accordance with other provisions within this Agreement.

Budget Reductions - In the event of a reduction in the SFGH budget below the level of funding necessary to continue the services at the same scope, nature, and level as the 1993-94 budget year during any fiscal year thereafter, the Administrator shall determine which services shall be reduced, in consultation with the Director of Health, the Associate Dean, and the medical staff, so long as this determination is consistent with the Final Contract Budget. Budget reductions will be made in either the SFGH or University budget depending upon who provides those particular services. Such reductions will be subject to the approval of the Health Commission, the Mayor and the Board of Supervisors through the annual budget process.

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Use of University Research Funds and Professional Fee Revenues -

Under the proposed Affiliation Agreement, as is the case now, UC physicians charge professional fees for inpatient physician services, separate from the SFGH billings for patient services. Current estimated professional fees received by UC amount to approximately \$12 million annually including payments, in 1993-94, of up to \$2.3 million annually by the City and County for professional services provided to medically indigent patients.

The proposed Affiliation Agreement provides that there shall be no restrictions on the University's use of professional fee revenues and research funds, *except that* all such revenues must be allocated in support of activities provided on the SFGH Campus or in support of the Schools of Medicine and Dentistry.

This condition provides assurance that UC professional fee revenues and research funds will benefit activities at SFGH. The SFGH states that audits will be conducted in order to monitor the use of such funds to assure compliance with this provision of the proposed agreement. According to the Associate Dean of the University of California, this practice has been in place since professional fees were first collected by UC for physician services. Such items as medical and office equipment, licensing and continuing education costs, support staff and non-physician health care providers have been paid for by UC over and above contract related expenditures. However, approximately \$1.0 million of the professional fees are used to supplement salaries of non-contract physician specialists in order that their salaries will conform to the University's physician salary scale.

7. Revenue and Billing

Inpatient - The City and County shall interview and screen every patient for financial responsibility. SFGH eligibility staff shall pursue payment sources both at the point of admission/registration and after discharge. The City and County shall bill and collect facilities charges in compliance with hospital eligibility guidelines.

Outpatient - The City and County shall bill and collect joint professional/facility fee charges for care rendered in the outpatient clinics, unless the Administrator and Associate Dean mutually agree that the University shall bill the professional component for particular outpatient services. This condition is intended to insure that the SFGH will experience no revenue loss as a result of the transfer of City and County employed Physician Specialists to the sole employment of the University of California.

8. Physician Transfer

As previously noted, the proposed Affiliation Agreement would require the transfer of all San Francisco General Hospital Physician Specialists to the employment of the University of California. Currently, these Physician Specialists are all co-employed by the City and County of San Francisco and the University of California. This transfer of employment will affect approximately 182 individuals, who staff 66.5 full time equivalent Physician Specialist positions. These individuals would become employees solely of the University of California beginning October 1, 1994.

Under the proposed terms of the transfer, the SFGH would reimburse the University for the cost of the salaries and fringe benefits of the 66.5 full time equivalent Physician Specialists, an amount of approximately \$7.3 million in the current 1993-94 SFGH budget.

The advantage of the proposed Physician transfer, according to SFGH, is that all Physicians working at SFGH will be employed under the UC contract instead of the current condition of many such Physicians being co-employed by UC and SFGH. This will result in administrative efficiencies since a dual personnel system for Physicians will not have to be operated for Physician Specialists. The Budget Analyst concurs with the potential administrative efficiencies, and will review the SFGH 1994-95 budget for operational savings if the Affiliation Agreement and Physician Transfer are approved.

9. Termination

Under the proposed Affiliation Agreement, termination by either party without cause requires notification and will be effective 24 months after June 30 of the then-current Contract Year.

For termination for cause, the Party which did not cause that event may terminate this Agreement by giving written notice stating the intention of the Party to terminate, said termination to be effective 12 months after June 30 of the then current Contract Year.

Termination for Non-Appropriation This Agreement is subject to the budget and fiscal provisions of the City and County's Charter which provides that an agreement can be terminated for non-appropriation of funds.

In the language of the proposed Affiliation Agreement, it is the University's opinion that the City and County is mandated by State law to provide or to contract for the provision of health care services for its indigent poor and that the State-imposed obligation overrides

any limitations contained in the fiscal provisions of the Charter. The University's opinion is that the laws of the State of California, do not limit the capacity of the City and County to contract as set forth in this Agreement. The City and County's opinion is that provisions of the California Constitution, and of the Charter subject this Agreement to annual appropriations which prevent the City and County from making financial commitments for a term longer than one year except to the extent that funds are appropriated for the purpose, thereby calling into doubt the ability of the City to make any payments for services for which monies have not yet been appropriated.

The proposed agreement further states that:

The Parties agree that charges will accrue under this Agreement only after prior written authorization certified by the Controller of the City and County and that amounts of obligations of the City and County hereunder shall not at any time exceed the amounts certified for the purpose of this Agreement and for the term stated in this Agreement. To the extent permitted by law, the obligations of the Controller hereunder shall be deemed ministerial and compellable by mandate.

The proposed agreement provides that the SFGH must give UC one year's notice for reductions to the number of Housestaff and certain faculty. The University must make educational and faculty commitments to such individuals. This in effect commits the City and County to expenditures of approximately \$9.0 million annually at present staffing levels, prior to appropriation of funds.

The SFGH has submitted the following rebuttal to the comments and recommendations of the Budget Analyst (see below) on the matter of termination for non-appropriation of funds.

"The annual appropriation provision was the last item agreed upon and is a deal breaker for the University. SFGH is convinced that the University will not enter into an affiliation agreement with the City without memorializing their argument as to why this provision of the Charter does not apply to this agreement.

This matter is critical to the University due to their investment at SFGH, their employment commitments to University faculty and other health care professionals employed at SFGH, and their concern for the disruption that a dis-affiliation would cause mid-way through the physicians' internships and residency programs.

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The City Attorney's Office was deeply involved in these negotiations and is willing to sign off on this language. The City Attorney's Office has indicated that it does not believe that the University would prevail on this argument should the City ever fail to appropriate funds and this matter was litigated."

The Budget Analyst has been informed that the City Attorney will provide the Board of Supervisors with a written opinion on this provision of the proposed agreement on Monday, April 4, 1994.

Comments: 1. As previously noted, reductions to the utility charges for University leased space would result in reduced SFGH revenue of approximately \$17,500 annually. Also, proposed requirements for the City and County to pay 50% of UC's medical staff office costs would mandate expenditures of \$364,000 when such expenditures formerly were negotiated during the budget process.

2. Provisions of the proposed Affiliation Agreement that seemingly would limit the City and County's ability to terminate the UC contract for non-appropriation of funds are contrary to the Charter and would make the UC contract unique among all contracts and leases in the City budget. Although the Budget Analyst has not received a pending City Attorney opinion on this matter, we question whether the proposed Affiliation Agreement should be approved when it would commit the City and County to contracting for services in advance of appropriation of funds for that purpose. As previously noted, the potential cost of this commitment is a minimum of \$9.0 million for Housestaff salaries and some UC faculty. According to the proposed agreement, the City and County must provide UC with a minimum of 12 months notice before reducing or eliminating such services. The current 1993-94 UC contract budget is approximately \$37.6 million.

As of the writing of this report, the Budget Analyst has not been provided with a forthcoming City Attorney's opinion on this matter.

3. As previously noted, in response to the recommendation of the Budget Analyst in our report to the Government Efficiency and Labor Committee of March 16, 1994 that the proposed agreement be amended to clearly require that the lease negotiations be based on fair market rental values for that portion of space now leased by the University, the SFGH and UC have removed the provision of the proposed agreement that would require such negotiations for a master lease at no additional cost to either party.

3. Also as previously noted, the Budget Analyst's report on this item, dated March 16, 1994, had recommended that the proposed agreement not be approved unless future changes in contract

payment methodologies are made subject to the approval of the Health Commission, the Mayor and the Board of Supervisors. This recommendation was made because such changes in payment methods could affect either service delivery policies and practices or have an impact on City finances.

In response to the recommendation previously made by the Budget Analyst, SFGH has since agreed to submit its proposed changes in payment methods to the Health Commission, the Mayor and the Board of Supervisors during the annual budget process for approval.

Recommendation: 1. In accordance with Comment Number 3 above, and Point 9 (Termination) under Description, the Budget Analyst recommends that the proposed agreement not be approved unless the agreement is amended to clearly permit termination for non-appropriation of funds pursuant to the City Charter.

As noted, provisions of the proposed Affiliation Agreement that seemingly would limit the City and County's ability to terminate the UC contract for non-appropriation of funds are contrary to the City's Charter and would make the UC contract unique among all contracts and leases in the City's budget. We question whether the proposed Affiliation Agreement should be approved when it would commit the City and County to contracting for services in advance of appropriation of funds for that purpose. The potential cost of this commitment is a minimum of \$9.0 million. According to the proposed agreement, the City and County must provide UC with a minimum of 12 months notice before reducing or eliminating such services. The current 1993-94 UC contract budget is approximately \$37.6 million.

Irrespective of any forthcoming City Attorney opinion, the Budget Analyst does not believe that this provision of the proposed agreement is in the best fiscal interest of the City and County especially in light of the uncertainties surrounding health care reform issues and the likely restructuring of future health care financing methods.

2. Approval of certain fiscal impact provisions of the proposed Affiliation Agreement (a \$17,500 annual reduction in utility charges for leased space and a mandated sharing of UC medical staff office costs amounting to \$368,000 annually in the current UC contract budget) are policy matters for the Board of Supervisors.

Department: Administration Office - Medical Staff Office

No. FTE:	Academic	0.50
	Non-Academic	5.50

6.00

<u>Expenditures:</u>	Academic Salaries	\$43,749
	Non-Academic Salaries	184,444
	Fringe Benefits	49,849
	Supplies	33,462
	Other	52,500
	Total	\$364,004

UC administration and Chief of Medical Services; support staff. Performs mandated regulatory and accreditation functions for the medical staff of the Hospital.

Positions:

0.50 Physician
1.00 Medical Staff Director
0.50 Secretary III
2.00 Credential's Assistants
2.00 Patient Analysis
6.00 Total

AIDS Clinic

No. FTE:	Academic	8.78
	Non-Academic	<u>28.00</u>

36.78

<u>Expenditures:</u>	Academic Salaries	\$808,443
	Non-Academic Salaries	1,312,302
	Fringe Benefits	389,996
	Supplies	<u>112,833</u>
	Total	\$2,623,574

Ward 86 primary medical care to approximately 3,000 patients with HIV. Serves approximately 30% of the HIV population in SF; specialty care for patients with AIDS.

Positions:

8.78 Physicians	2.10 Nurse Practitioner
5.13 Administrative Assistants	0.40 Pharmacist
0.35 Adm. Analyst	0.65 Pharmacist Assistant
2.75 Hospital Assistant	0.77 Physician Assistant
2.00 Hospital Technician	5.00 Principal Clerk
0.75 Management Service Officer	1.50 Secretary II
5.70 Nurse	0.90 Social Worker

36.78

AIDS Evening Clinic

No. FTE:	Academic	0.60
	Non-Academic	<u>3.50</u>

4.10

<u>Expenditures:</u>	Academic Salaries	\$41,013
	Non-Academic Salaries	145,480
	Fringe Benefits	34,478
	Supplies	<u>23,672</u>
	Total	\$244,643

Primary care for HIV and AIDS infected individuals who are still able to work.

Positions:

0.60 Physician
1.10 Hospital Assist.
0.65 Nurse - Clinical
0.65 Nurse Practitioner
0.40 Physician As needed
0.70 Social Worker

4.10

<u>Department</u>	<u>Anesthesia</u>	
No. FTE:	Academic	12.40
	Non-Academic	<u>7.20</u>
		19.60
<u>Expenditures:</u>	Academic Salaries	\$1,856,987
	Non-Academic Salaries	282,167
	Fringe Benefits	274,865
	Supplies	<u>35,381</u>
	Total	\$2,449,400

Around the clock coverage for Trauma and Obstetrics as well as for scheduled surgery. Anesthesia performs 3,000 cases annually on both in and out patients.

<u>Positions:</u>	12.40 Physician
	1.00 Adm. Assistant
	1.00 Management Service Officer
	<u>5.20</u> Hospital Technicians
	19.60

<u>Biomedical Engineering</u>		
No. FTE:	Academic	0
	Non-Academic	<u>12.35</u>
		12.35
<u>Expenditures:</u>	Academic Salaries	
	Non-Academic Salaries	\$628,859
	Fringe Benefits	128,122
	Supplies	<u>42,231</u>
	Total	\$799,212

Provides technical support to the SFGH and clinics; Laguna Honda Hospital and other DPH entities. Services include equipment repair, routine maintenance, equipment inspection and calibration, and inservice training for medical and nursing staff.

<u>Positions:</u>	1.00 Adm. Assistant
	0.35 Adm. Analyst
	9.00 Elect. Techn.
	<u>2.00</u> Sr. Elec. Techns.
	12.35

<u>Cardiology</u>		
No. FTE:	Academic	2.55
	Non-Academic	<u>11.75</u>
		14.30
<u>Expenditures:</u>	Academic Salaries	\$381,549
	Non-Academic Salaries	496,259
	Fringe Benefits	163,884
	Supplies	<u>305,921</u>
	Total	\$1,347,613
<u>Positions:</u>	2.55 Physician	
	1.00 Adm. Analyst-Business Manager	
	2.75 Adm. Assistant	
	6.00 Hospital Techs.	
	1.00 Secretary II	
	<u>1.00</u> Specialist-Cardiology	
	14.30	

Invasive and non-invasive evaluation of the cardiovascular system; including echocardiography, holter monitoring, EDGs stress testing, CPKs, cardiac catheterization, pacemaker insertion, blood gases, electro physiology studies, attending coverage for the cardiac care unit and outpatient clinics.

<u>Department</u>	<u>Clinical Labs</u>	
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No. FTE:	Academic	4.76	
	Non-Academic	<u>159.32</u>	
Expenditures:	Academic Salaries	\$868,499	164.08
	Non-Academic Salaries	7,213,985	
	Fringe Benefits	1,271,532	
	Supplies	<u>2,657,506</u>	
	Total		\$12,011,522

Diagnostic testing and blood transfusion services; provided to ICUs and Trauma services on a 24 hour basis. Provides services to Laguna Honda Hospital, district health centers, satellite clinics and City Jail.

<u>Positions:</u>	4.76 Physician	
	0.50 Adm. Analyst	
	7.00 Adm. Assistant	
	2.00 Storekeeper	
	3.00 Program Analyst	
	1.00 Management Service Officer	
	90.09 Clin Lab Techs	
	55.73 Hosp. Asst.	
	164.08	

Emergency Services

No. FTE:	Academic	12.76	
	Non-Academic	<u>3.00</u>	
Expenditures:	Academic Salaries	\$2,082,725	15.76
	Non-Academic Salaries	75,127	
	Fringe Benefits	275,164	
	Supplies	54,656	
	Other	<u>10,000</u>	
	Total		\$2,497,672

Some physician coverage in the Emergency Department and base hospital services; manager of ????

<u>Positions:</u>	12.76 Physician	
	0.75 Sr. Clerk	
	1.50 Adm. Assistant	
	<u>0.75</u> Management Service Office	
	15.76	

Pediatric Emergency

No. FTE:	Academic	2.00	
	Non-Academic		
Expenditures:	Academic Salaries	\$248,352	
	Fringe Benefits	<u>31,085</u>	
	Total		\$279,437

Acute and emergency care for children in the Emergency Department and in the Children's Health Center.

<u>Positions:</u>	2.00 Physicians	
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Family Community Medicine

No. FTE:	Academic	2.83	
	Non-Academic		
Expenditures:	Academic Salaries	\$254,897	2.83
	Fringe Benefits	<u>41,469</u>	
	Total		\$296,366

Part of the attending physician coverage for outpatient services provided in the Family Health Center and Refugee Medical Clinic.

<u>Positions:</u>	2.83 Physicians	
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<u>Department</u>	<u>Gastro-intestinal AIDS</u>	
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No. FTE:	Academic	0.68
	Non-Academic	5.98
		6.66
<u>Expenditures:</u>	Academic Salaries	\$86,556
	Non-Academic Salaries	173,250
	Fringe Benefits	62,255
	Equipment	<u>162,786</u>
	Total	\$484,847

Gastroenterology care for patients with AIDS.

<u>Positions:</u>	0.68 Physician
	1.00 Dietitian
	2.00 Nurse-Clinical
	1.00 Hospital-Tech
	1.00 Licensed Vocational Nurse
	0.50 Medical Assistant
	0.38 Adm. Assistant
	<u>0.10 Management Service Office</u>
	6.66

<u>Housestaff Benefits</u>	
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No. FTE:	Fringe Benefits	\$1,030,320
	Total	\$1,030,320

City's reimbursement to the University for Housestaff (Interns and Residents) while they are at SFGH.

<u>ICU Stat</u>	
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No. FTE:	Academic	0.10
	Non-Academic	6.00
		6.10
<u>Expenditures:</u>	Academic Salaries	\$25,703
	Non-Academic Salaries	378,130
	Fringe Benefits	59,660
	Supplies	<u>4,621</u>
	Total	\$468,114

<u>Positions:</u>	0.10 Physician
	6.00 Clin. Lab Tech.
	6.10

<u>Medical HIV Testing</u>	
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No. FTE:	Academic	4.00
	Non-Academic	
<u>Expenditures:</u>	Academic Salaries	\$175,596
	Non-Academic Salaries	41,239
	Fringe Benefits	<u>19,687</u>
	Supplies	
	Total	\$236,522

HIV testing and infection control services (surveillance, utilization review, quality assurance, prevention and training for HIV and other infectious diseases. HIV prevention education and training.

<u>Positions:</u>	1.00 Programmer/Analyst
	1.00 Nurse, Clinical
	1.00 Nurse Practitioner
	<u>1.00 Hosp. Assistant</u>
	4.00

Department	Nuclear Medicine		
No. FTE:	Academic	2.60	
	Non-Academic	<u>13.45</u>	
			16.05
Expenditures:	Academic Salaries	\$512,816	
	Non-Academic Salaries	685,977	
	Fringe Benefits	197,931	
	Supplies	602,210	
	Total	\$1,998,934	
			Provides diagnostic and therapeutic services which analyze patient samples for minute amounts of hormones, drugs and vitamins. Includes bone scans, thyroid images, renal function, lung perfusion and heart procedures.
Positions:	2.60 Physician		
	1.00 Adm. Assist.		
	2.00 Clin Lab Tech		
	2.45 Hospital Assistant		
	7.00 Nuclear Med Tech		
	<u>1.00</u> Staff Tech.		
	16.05		

Obstetrics/Gynecology			
No. FTE:	Academic		
	Non-Academic	2.00	
			2.00
Expenditures:	Non-Academic Salaries	\$141,386	
	Fringe Benefits	15,137	
	Other	<u>10,300</u>	
	Total	\$166,823	
			Provides services including family planning and is the referral site for all high risk pregnancies for the district health centers, jail and community based clinics. Contract provides midwife services.
Positions:	2.00 Nurse Midwife		

Pathology			
No. FTE:	Academic	2.50	
	Non-Academic	<u>14.00</u>	
			16.50
Expenditures:	Academic Salaries	\$318,615	
	Non-Academic Salaries	595,393	
	Fringe Benefits	164,927	
	Supplies	<u>72,163</u>	
	Total	\$1,151,098	
			Surgical pathology, autopsies, electron microscopy, immunohistochemistry and cytopathology.

Positions:	2.50 Physician
	1.00 Prin. Clerk
	3.00 Medical Transcribers
	1.00 MSO
	2.00 Cytotechnologist
	5.00 Hosp. Lab. Tech.
	2.00 Hosp. Assist.
	16.50

<u>Department</u>	<u>Pharmacy</u>		
<u>No. FTE:</u>	Academic Non-Academic	3.00 3.00	
<u>Expenditures:</u>	Academic Salaries Non-Academic Salaries Fringe Benefits Supplies Total	\$200,825 46,673 <u>2,476</u> \$249,974	UC provides some of the staff for administration of the Pharmacy, including associate directors. UC physicians and housestaff also assist in the Pharmacy and Poison Control Center.
<u>Positions:</u>	2.00 Assoc. Chief, Pharm. 1.00 Adm. Assistant 3.00		

<u>Pulmonary AIDS</u>			
<u>No. FTE:</u>	Academic Non-Academic	0.75 1.75	
<u>Expenditures:</u>	Academic Salaries Non-Academic Salaries Fringe Benefits Total	\$88,011 84,611 <u>17,242</u> \$189,864	2.50 Specialty pulmonary services (pertaining to lung diseases) for patients with AIDS.
<u>Positions:</u>	0.75 Physician 0.20 Adm. Analyst 1.55 Hosp. Tech. 2.50		

<u>Radiology</u>			
<u>No. FTE:</u>	Academic Non-Academic	1.20	
<u>Expenditures:</u>	Academic Salaries Fringe Benefits Total	\$198,310 <u>20,313</u> \$218,623	1.20 Services include fluoroscopy, CT Scans, MRI, ultrasound and routine diagnostic coverage. The contract presently provides a small amount of current services which total approximately 150,000 tests per year.
<u>Positions:</u>	1.20 Physician		

<u>Rehab Medicine</u>			
<u>No. FTE:</u>	Academic Non-Academic	0.50	
<u>Expenditures:</u>	Academic Salaries Non-Academic Salaries Fringe Benefits Total	\$57,905 Non-Academic Salaries <u>7,948</u> \$65,253	0.50 The contract provides funding for the 0.5 FTE physician director for rehab services such as physical and occupational therapy.
<u>Positions:</u>	0.50 Physician		

Positions: 0.50 Physician

Department: Respiratory Therapy

No. FTE:	Academic	0.15	
	Non-Academic	<u>31.50</u>	
			31.65
<u>Expenditures:</u>	Academic Salaries	\$32,798	
	Non-Academic Salaries	1,677,294	
	Fringe Benefits	328,105	
	Supplies	<u>2,808</u>	
	Total		\$2,041,005

Diagnostic and therapeutic services to acutely ill patients, many of whom are on ventilators, primarily to critical care patients.

<u>Positions:</u>	0.15 Physician
	1.00 Respiratory Therapy Director
	28.50 Registered Respiratory Therapists
	<u>2.00</u> Respiratory Asst. Tech.
	31.65

Total - All Medical Units

No. FTE:	Academic	55.66	
	Non-Academic	<u>312.30</u>	
			367.96
<u>Expenditures:</u>	Academic Salaries	\$7,906,328	
	Non-Academic Salaries	14,451,085	
	Fringe Benefits	4,652,194	
	Supplies	<u>3,969,627</u>	
	Equipment	162,786	
	Other	<u>72,800</u>	
	Total		\$31,214,820

Psychiatry

No. FTE:	Academic	16.00	
	Non-Academic	<u>23.50</u>	
			39.50
<u>Expenditures:</u>	Academic Salaries	\$1,386,177	
	Non-Academic Salaries	1,104,430	
	Fringe Benefits	493,050	
	Supplies	<u>103,334</u>	
	Equipment		
	Other	<u>507,337</u>	
	Total		\$3,594,328

Psychiatry: Part of the Department of Psychiatry is contracted to the University. These personnel work in conjunction with Physician Specialists and other City-funded to deliver a variety of inpatient and specialized outpatient service. Services include five inpatient units for specific target populations, the Psychiatric Emergency Service (PES) which is a 24-hour crisis intervention and evaluation service, consultation to all medical services at SFGH, the infant-parent program for infants at risk for serious emotional disorders and their families, a depression clinic funded by grants, the Citywide case management team, AIDS Health Project, and the Substance Abuse Service for methadone maintenance and detoxification.

Positions:

Psychiatry	13.00 Physician/Psychologist 2.00 Physicians-As needed 0.75 Director 5.60 Adm. Asst. 1.00 Secretary II 1.00 Adm. Analyst 0.50 Programmer Analyst 1.00 Public Adm. Analyst 1.00 Nurse Adm. 1.00 Nurse Pract. 9.85 Social Workers	Psychiatry Infant Parent	1.00 Physician 1.80 Staff Tech. 2.80
		#REF!	Total Positions

Other Purchased Services

MIA Professional Fee	\$2,300,000	Pays for UC Physician services to medically indigent adults. Paid on a fee-for-service basis.
Renal Dialysis	406,000	Acute inpatient kidney dialysis services performed by UCSF staff at SFGH
Obstetrics/Gynecology	50,000	Pays for professional fees for a package of OB/Gyn services for women that don't qualify for Medi-Cal but can't afford to pay for full costs. The package is billed out on a sliding fee scale. Patients pay SFGH directly. UC receives 15% of net collection to cover physician component

RECAP

Medical Units

Academic FTE	55.66
Non-Academic FTE	<u>312.3</u>
Total FTE	367.96
Total Expenditures	\$31,214,820

Psychiatry

Academic FTE	16.00
Non-Academic FTE	<u>23.50</u>
Total FTE	39.50
Total Expenditures	3,594,328

Other Services

MIA Professional Fee	2,300,000
Renal Dialysis	406,000
Obstetrics/Gynecology	<u>50,000</u>

Total - 1993-94 UC Contract	\$37,565,148
Academic FTE	71.66
Non-Academic FTE	<u>335.80</u>
Total FTE	407.46

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April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 10 - File 172-94-11

- Department:** Department of Public Health (DPH)
Division of Community Mental Health (CMH)
- Item:** Resolution approving retroactively the San Francisco City and County Performance Contract for Mental Health Services in Fiscal Year 1993-94.
- Description:** State Assembly Bill 1288 established the annual County Performance Contract as the basis for State allocations for County mental health services. The Performance Contract must be approved by the Board of Supervisors prior to its submission to the State. The proposed resolution would provide approval of the San Francisco City and County Performance Contract for mental health services provided during fiscal year 1993-94 (See Comment #1).
- The DPH reports that this Performance Contract, which the proposed resolution would adopt, requires general assurances regarding maintenance of effort, a series of administrative assurances regarding County compliance with Federal and State regulations, a commitment to continue supplying selected client and cost information, compliance with basic service delivery principles and submissions of documents supporting various State regulations.
- Comments:**
1. For FY 1993-94, CMH received a total allocation of approximately \$41.2 million from the State Department of Mental Health in State realignment funds. In FY 1994-95, CMH anticipates receiving approximately \$40.1 million in State realignment funds, or a reduction of approximately \$1.1 million.
 2. The DPH reports that because of delays with the State in receiving the contract document and extensive negotiations regarding State hospital rates and the final State allocation, the DPH is requesting the Board of Supervisors to authorize the Performance Contract for services which are currently being provided during FY 1993-94. This Performance Contract is consistent with the FY 1993-94 CMH budget as approved by the Board of Supervisors.
- Recommendation:** Approve the proposed resolution.

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Item 11 - File 64-94-2

Note: This item was continued from the Government Efficiency and Labor Committee meeting on March 15, 1994.

Department: Real Estate Department
Department of Public Works (DPW)

Item: Resolution authorizing new lease of real property at 30 Van Ness Avenue for the Department of Public Works.

Location: 30 Van Ness Avenue

Purpose of Lease: Office space for the Bureau of Engineering, Bureau of Architecture, Bureau of Construction Management and the Office of Financial Management Computer Services within the Department of Public Works.

Lessor: Herbst Foundation

No. of Sq. Ft. and Cost/Month: 74,600 square feet at \$1.29 per square foot per month or \$96,400 per month.

Annual Cost: \$1,156,800

Utilities and Janitor Provided by Lessor: Yes

Term of Lease: November 1, 1994 to October 31, 2001 (seven years) - with two, five-year options to extend the lease

Source of Funds: Revenue and General Obligation Bonds (i.e., 1990 and 1992 Earthquake Safety Programs Bonds, 1989 and 1991 Clean Water Bonds and 1/2 cent Sales Tax, Gasoline Tax and Sewer Service Charges)

Comments: 1. The Real Estate Department reports that the proposed lease at 30 Van Ness Avenue would accomplish the following:

(1) The renewal of the current lease for the Bureau of Architecture. The Bureau of Architecture currently leases approximately 22,863 square feet of space at 30 Van Ness Avenue. This lease is scheduled to expire October 31, 1994.

(2) The expansion of the Bureau of Architecture and the Bureau of Engineering to accommodate additional staff requirements.

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(3) The consolidation into one location of the DPW's Bureau of Architecture, Bureau of Engineering (currently at 1680 Mission Street and 1550 Evans Street) and the DPW Computer Services Division (currently at 1170 Market Street and City Hall) at the proposed 30 Van Ness Avenue site.

(4) The relocation of the DPW, Bureau of Construction Management from 1550 Evans Street to space which is currently being occupied by the Bureau of Engineering at 1680 Mission Street.

2. The following table provides a comparison of the current and proposed rented office space for each of the DPW functions noted above, along with the related cost details:

Bureau of Architecture

	<u>Current Data</u>	<u>Proposed Data</u>	<u>Increase/ Decrease</u>
Location	30 Van Ness	30 Van Ness	-
Space	22,863 sq. ft.	31,200 sq. ft.	8,337
Cost Per Square Foot	\$1.32	\$1.29	(\$0.03)
Monthly Rent	\$30,283	\$40,300	\$10,017
Annual Rent	\$363,396	\$483,600	\$120,204
Number of Employees	102	115	13
Space Per Employee	224 sq. ft.	271 sq. ft.	47 sq. ft.

According to Mr. Robert Badgley, Assistant City Engineer of the DPW, this space is being increased by 8,337 sq. ft., or 36.5 percent, primarily because the DPW projects that it will be increasing its architectural staff by 13 positions, from the current 102 employees to 115 employees over the next year. Mr. Badgley advises that this projected increase in staff is based on a projected increase in the workload pertaining to bond-funded and other revenue funded projects of the Bureau of Architecture, the Bureau of Engineering and the Bureau of Construction Management, over the next five years, from \$229 million to \$307 million or a 34 percent increase. The additional 13 positions, which will be financed from a combination of bond funds Federal grant revenues and Sales Tax revenues, would bring the total number of employees located at this site to 115. Additionally, according to Mr. Badgley, the Bureau of Architecture is in the process of converting to Computer Assisted Drawing (CAD) technology which requires work stations which are each shared by approximately three employees and require a discrete location. Mr. Badgley

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advises that the DPW is planning to acquire an additional 10 workstations, bringing the total number of such workstations to 18. According to Mr. Badgley each work station requires approximately 150 sq. ft. of space.

Bureau of Engineering

	<u>Current Data</u>		<u>Proposed Data</u>	<u>Increase/Decrease</u>
Location	1680 Mission and	1550 Evans	30 Van Ness	-
Space	20,000 sq. ft. plus	14,000 sq. ft.*	37,300 sq. ft.	3,300
Monthly Rent	N/A	\$21,230	\$48,200	\$26,970
Annual Rent	N/A	\$254,760	\$578,400	\$323,640
Number of Employees	115*	65	195	15
Space Per Employee	Average of 189 sq. ft. **		191 sq. ft. ***	2

*The DPW advises that the 115 employees are a portion of the total of 190 Bureau of Engineering employees which are located at 1680 Mission Street and occupy a total of 38,000 sq.ft. of space. These 190 employees plus the 65 employees at the 1550 Evans Street location, constitute the total 255 employees assigned to the Bureau of Engineering. According to the DPW, the 115 employees that are scheduled to be relocated represent electrical, mechanical and structural engineers, along with their support staff, whose work requires close interfacing with architects. The remaining 75 employees, according to the DPW, include engineers, along with their support staff, who work on street and sewer projects. Such projects for the most part, do not require close interfacing with architects. These 75 employees would remain at 1680 Mission Street and continue to occupy its current 18,000 sq. ft. of space.

According to Mr. Badgley, this space is being increased by 3,300 sq.ft., or 9.7 percent, because the DPW is projecting that it will be increasing its engineering staff by 30 positions, which would be financed from a combination of bond funds, Federal grant revenues and Sales Tax revenues over the next year in response to the projected increase in workload pertaining to bond-funded and other revenue funded projects for the Bureaus of Architecture, Engineering and Construction Management. Mr. Badgley states that of the 30 additional positions, the Department anticipates that approximately 15 positions would be housed at 30 Van Ness, bringing the total number of employees housed at this site to 195. The remaining

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approximately 15 positions would be housed at 1680 Mission Street.

Computer Services Division

	<u>Current Data</u>	<u>Proposed Data</u>	<u>Increase/ Decrease</u>
Location	City Hall and 1170 Market St.	30 Van Ness	-
Space	2,330 sq. ft. plus 2,500 sq. ft.*	6,100 sq. ft.	1,270
Cost Per Square Foot	N/A \$1.16	\$1.29	\$0.13
Monthly Rent	N/A \$2,900	\$7,900	\$5,000
Annual Rent	N/A \$34,800	\$94,800	\$60,000
Number of Employees	3 11	18	4
Space Per Employee	Average of 216 sq. ft. **	194 sq. ft. ***	(22)

* The 2,500 sq. ft. represents a portion of a total of 4,966 sq. ft. being occupied by DPW staff at a total cost of \$5,781 per month. The remaining 2,466 sq. ft. is being occupied by 14 DPW Personnel staff. The DPW is proposing to eventually relocate these Personnel staff to the 2,330 sq.ft. of space being vacated by the Computer Services Division once the construction at City Hall is completed.

** Based on 530 sq. ft. This 530 square feet of space for employees at City Hall excludes the 1,800 sq. ft. of space which houses the main frame computer. The 216 sq.ft. is also based on the 2,500 sq. ft of space at 1170 Market Street, for a total of 3,030 square of space. The 2,500 sq. ft. at 1170 Market Street is being used entirely for office space.

*** Based on 3,500 sq. ft of space. This 3,500 sq. ft. of space excludes 2,600 sq. ft. of space which will be needed to house the main frame computer and related equipment which is scheduled to be relocated from City Hall and upgraded. According to the DPW, the main frame computer and related equipment, which now occupies 1,800 sq. ft. of space, will require an additional 800 sq. ft of space for a total of 2,600 sq. ft. once it is upgraded.

According to the DPW, this space is being increased by 1,270 sq. ft. or 26.3 percent because (1) the number of staff positions will be increased by four from 14 employees to 18 employees, based on the above-noted projected increase in workload by the three Bureaus and (2) the main frame computer, which is scheduled to be upgraded, will require additional space. The additional four positions will be

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financed from a combination of bond funds, Federal grant revenues and Sales Tax revenues.

Bureau of Construction Management

	<u>Current Data</u>	<u>Proposed Data</u>	<u>Increase/Decrease</u>
Location	1550 Evans	1680 Mission (City-owned)	-
Space	15,518 sq. ft.	20,000 sq. ft.	4,482
Cost Per Square Foot	\$1.52	N/A	(\$1.52)
Monthly Rent	\$23,534	N/A	(\$23,534)
Annual Rent	\$282,408	N/A	(\$282,408)
Number of Employees	104	140	36
Space Per Employee	149 sq. ft.	143 sq. ft.	(6)

According to Mr. Badgley, this space is being increased by 4,482 sq. ft., or a 28.9 percent increase, because the DPW projects it will increase the Bureau of Construction Management's staff by 36 positions over the next year, based on the projected increased workload noted above for the three Bureaus. Mr. Badgley states that all 36 of these positions, which would be financed from a combination of bond funds, Federal grant revenues and Sales Tax revenues, would be housed at 1680 Mission Street. These 36 positions would bring the total number of employees housed at this site to 140.

3. In summary, currently the DPW is occupying a total of 79,677 sq. ft. of space at various sites, of which, 22,330 sq. ft., is City-owned space (2,330 sq. ft. at City Hall plus 20,000 sq. ft. at 1680 Mission Street) and 57,347 sq. ft. is rented space at a cost of \$80,828 per month or \$969,936 annually. The proposed lease would result in the DPW occupying a total of 96,930 sq. ft., an increase of 17,253 sq. ft. or 21.7 percent, of which 22,330 sq. ft. would be City-owned space (20,000 at 1680 Mission Street and 2,330 at City Hall) and 74,600 sq.ft. would be rented space at 30 Van Ness at a cost of \$96,400 per month (monthly increase of \$15,572) or \$1,156,800 per year (annual increase of \$186,864).

As noted above, the proposed 96,930 sq. ft. represents an increase of 17,253 sq. ft. from the current 79,677 sq. ft. or a 21.7 percent increase in space. The total increased cost would be \$15,572 per month or \$186,864 annually. This represents a 19.3 percent increase in costs based on the present lease

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costs of \$969,936 annually as compared to the projected lease costs of \$1,156,800 annually.

4. According to Mr. Robert Badgley, Assistant City Engineer of the DPW, this move is in accordance with the DPW reorganization begun in 1991. The DPW reorganization involved the elimination of the Clean Water Program as a separate entity and brought the reconfigured Bureaus of Architecture, Engineering and Construction Management under the direction of the City Engineer. According to Mr. Badgley, the rationale for this reorganization was based on the very large volume of bond work in process, involving new City buildings, or seismic retrofit of existing buildings, which requires close coordination among the DPW Bureaus of Architecture, Engineering and Construction Management. Mr. Badgley states that as a result of these three Bureaus being located at separate sites, project coordination has been difficult and projects have not always proceeded in an efficient manner.

5. Mr. Badgley notes that the building located at 1550 Evans Street, where the Bureau of Construction Management is currently housed, does not provide for an efficient use of space by staff because large sections are dedicated to public space and kitchens. Additionally, according to Mr. Badgley, this building does not provide for disability access and is located in an area which is not convenient to public transportation.

6. Attached is a listing of new projects to be implemented by the Bureaus of Architecture, Engineering and Construction Management over the next year. These projects, as previously noted, will be financed by a combination of bond funds, Federal grant revenues and Sales Tax revenues, with a total cost of approximately \$307 million. The DPW advises that the number of new projects implemented annually over the next five years is projected to be comparable to or exceed the \$307 million cost of new projects to be implemented next year, according to Mr. Badgley.

7. The Budget Analyst notes that, the positions which the DPW has projected will be needed based on the projected workload increase for the three DPW Bureaus, will require future appropriation approval by the Board of Supervisors.

Recommendation:

Based on the increased workload and the increased number of employees, all to be financed with bond funds, Federal grants and Sales Tax revenues, the proposed new lease at 30 Van Ness Avenue appears reasonable. However, (1)

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since this new lease would result in a 21.7 percent increase in space and a 19.3 percent increase in costs and (2) since the increased number of positions that necessitate the increase in space requirements have not yet been submitted to the Board of Supervisors for approval, we consider approval of this proposed resolution to be a policy matter for the Board of Supervisors.

BUILDINGS

PROJECT	AMOUNT	ADVERTISING DATE
Bayview Police Station	\$ 3.3 Mil	4/94
Fire Station #44 Renovation	1.3 Mil	4/94
Fire Station #36 Renovation	1.0 Mil	4/94
Brooks Hall Exit Stairs	0.75 Mil	4/94
Fire Station #24 Renovation	1.4 Mil	5/94
Gen. Hospital Service Bldg. Seismic	1.2 Mil	5/94
Main Library-Seismic Work	0.8 Mil	5/94
Courthouse Bldg.-Excavation Shoring	2.5 Mil	6/94
Fire Dept. Headquarters Bldg.	4.6 Mil	6/94
Gen Hospital Parking Garage	12.8 Mil	6/94
Potrero Hill Rec. Center	0.36 Mil	6/94
St. Mary's Square Garage Seismic	2.8 Mil	7/94
Fire Station #37 New Building	2.3 Mil	8/94
Mission Library Renovation	1.2 Mil	8/94
North Beach Parking Garage	7.2 Mil	8/94
Wawona Clubhouse Renovation	0.3 Mil	9/94
West Portal Library-Seismic	0.5 Mil	11/94
New Courthouse	39.0 Mil	12/94
City Hall-Seismic	102.0 Mil	1/95
North Beach Pool Addition	0.7 Mil	1/95
Richmond Community Center-Renovation	3.1 Mil	1/94
101 Grove-Seismic	14.1 Mil	3/95
TOTAL	\$203.21 Mil	

TREATMENT PLANTS

Contract 1-Primary Facility at SEP	\$15.0 Mil	9/94
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PARKS AND PLAYGROUNDS

St. Mary's Square Rehabilitation	0.39 Mil	4/94
India Basin Shoreline Park	0.51 Mil	6/94
Zoo-Mammal Padlock	0.40 Mil	12/94
Portsmouth Square - Phase II	0.90 Mil	3/95
TOTAL	\$ 2.20 Mil	

SEWERS

F

PROJECT	AMOUNT	ADVERTISING DATE
Rankin Contract 2-Box Sewer in Custer	\$ 3.5 Mil	4/94
Islais Creek "D" 30-Ft. Wide Box Sewer	30.0 Mil	4/94
Richardson Drive Sewer Replacement	0.31 Mil	7/94
Vallejo/Lombard Sewer Replacement	0.3 Mil	9/94
Vallejo/Union Sewer Replacement	0.26 Mil	9/94
Ellis/Laguna Sewer Replacement	0.41 Mil	9/94
Laguna/Eddy Sewer Replacement	0.31 Mil	10/94
Green/Washington Sewer Replacement	0.26 Mil	10/94
Geary at 23rd Sewer Replacement	0.43 Mil	1/95
Bernal Heights Sewers	0.28 Mil	1/95
Kirkham and 23rd Ave. Sewer Replacement	0.37 Mil	1/95
TOTAL	\$36.43 Mil	

STREET PROJECT

PROJECT	STREET RECONSTRUCTION AMOUNT	ADVERTISING DATE
Various Concrete Streets #5	\$ 1.0 Mil	4/94
Various Concrete Streets #6	1.2 Mil	7/94
King Street Reconstruction & Muni Tracks	37.5 Mil	10/94
Various Concrete Streets #7	1.0 Mil	12/94
Various Concrete Streets #8	1.0 Mil	2/95

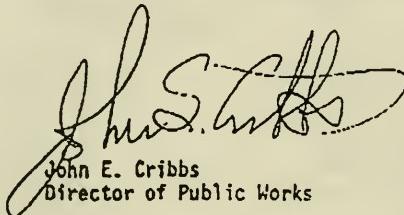
STREET REPAVING

Alabama Natoma Bryant & 25th	1.3 Mil	4/94
Castro & Bartlett Streets	0.5 Mil	4/94
Glenn Park District Streets	1.1 Mil	7/94
North of Market Streets	0.8 Mil	8/94
Richmond District Streets	0.6 Mil	9/94
Ingleside District Streets	0.4 Mil	10/94
Lombard Street	0.4 Mil	11/94
Dolores & Church Streets	0.85 Mil	11/94
Sacramento Street	0.4 Mil	11/94
Various Streets: Brannan, 6th, 13th	0.5 Mil	12/94
Haight-Ashbury District	0.9 Mil	1/95
Various Locations - Track Removals	0.8 Mil	3/95
TOTAL	\$50.25 Mil	

March, 1994

PROJECTS TO BE ADVERTISED APRIL, 1994 to APRIL, 1995

TYPE	SUMMARY	ESTIMATED AMOUNT
Buildings		\$203.21 Million
Treatment Plants		15.0 "
Parks and Playgrounds		2.2 "
Sewers		36.43 "
Streets		50.25 "
TOTAL		<u>\$307.09 Million</u>



John E. Cribbs
Director of Public Works

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 12 - File 25-94-4

Department District Attorney.

Item: Resolution concurring with the Controller's certification that legal process server services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Legal Process Server Services for the Family Support Bureau.

Description: The Controller has determined that contracting for legal process server services for fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$242,952	\$293,853
Benefits	67,938	75,899
Operating Expenses	<u>51,840</u>	<u>51,840</u>
Total	\$362,730	\$421,592
<u>Contracted Service Costs</u>	<u>150,655</u>	<u>150,655</u>
<u>Estimated Savings</u>	<u>\$212,075</u>	<u>\$270,937</u>

- Comments:**
1. According to Mr. Joseph Matranga of the Family Support Bureau (FSB), legal process server services were first certified, as required by City Charter Section 8.300-1, for fiscal year 1985-86 and have been provided by an outside contractor continuously since then.
 2. FSB's current contract for legal process server services is with Sprint Pacific Services, which is a certified MBE. The current contract was awarded to Sprint Pacific Services on a competitive bid basis, with Sprint Pacific Services being the lowest bidder.

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

3. FSB's contract with Sprint Pacific Services will expire on June 30, 1994, unless both FSB and Sprint Pacific Services agree to extend the contract by one year, as specified in the contract. As of the writing of this report, FSB does not know whether the contract with Sprint Pacific Services will be renewed for fiscal year 1994-95 or whether the contract will be put out for competitive bidding.
4. The Contracted Service Costs used for the purpose of this analysis is based on estimates of the unit prices for each type of service activity (e.g., serving legal pleadings in San Francisco or in other Bay Area locations) and estimates of the volume of each type of these activities. In addition, an estimate of the cost of one-half of a City position (job classification 8158, Family Support Investigator II) for contract monitoring is included.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department D.A. - Family Support For Time Period FY 1994/95
Contract Services Legal Process Service

1) Who performed services prior to contracting out?

Four Family Support Bureau Staff, 2 8102 Process Servers and 2 8158 FSB Investigator IIs. At that time, however, the volume of required service was significantly lower than the current need.

2) Number of City employees laid off as result of contracting out?

Two vacant positions (2 8102s) were deleted in FY 84/85 budget.

3) Explain the disposition of employees if they were not laid off.

N/A.

4) What percent of a City employee's time is spent on services to be contracted out?

1/2 position is engaged in contract monitoring.

5) How long have these services been contracted out?

Eight years.

6) What was the first fiscal year for a Proposition J Certification?

The first year of certification was FY 1985/86. Calendar Year 1986 was the first year of the contract.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Unknown - these services are awarded on the basis of a low, bid in response to a Purchasing Department contract proposal. While Family Support seeks out and advises prospective minority and women owned firms on the nature of the service, selection of a contractor is accomplished by the Purchaser.

JOSEPH MATRANGA

Department Representative

Telephone: 553-4319

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 13 - File 39-94-2

Department San Francisco Unified School District.

Item: Hearing transmitting final report issued by the 1993-94 Civil Grand Jury entitled "Surplus School Real Property," released January 19, 1994.

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The recommendations made by the 1993-94 Civil Grand Jury, in its report entitled, "Surplus School Real Property," are as follows:

- The San Francisco Unified School District should immediately develop a formal plan to sell or lease all of its surplus real properties.
- The Superintendent of the School District should investigate title to all unused real properties to be certain that they are clear and that the properties are readily transferable.
- The School District should place its surplus real properties on the market subject to the understanding that it will not entertain offers for less than the fair market value. Market values do fluctuate. To minimize the risk of disposing of property at the wrong time, the disposal should be scheduled over enough time to occur at both market highs and lows, while still trying to get funds into use as early as possible.

Comments:

1. In accordance with State law, the Board of Supervisors is required to submit comments on Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. However, Mr. Burke Delventhal of the City Attorney's Office reports that, according to Section 933 of the California Penal Code, the Board of Supervisors is not legally required to submit comments to the Presiding Judge of the Superior Court on any Civil Grand Jury report pertaining to a public agency or department over which the Board is not considered to be a governing body. Since the San Francisco Unified School District (SFUSD) has its own governing body, the SFUSD School Board, according to Mr. Delventhal, the Board of Supervisors is not required to submit comments regarding this Grand Jury report.

2. The Clerk of the Board of Supervisors has requested responses from the San Francisco Unified School District regarding the Civil Grand Jury's recommendations. As of the writing of this report, these responses are not yet in the file.
3. The Civil Grand Jury report did not include cost estimates for implementing its recommendations.

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 14 - File 47-93-9

Note: This item was rereferred to the Government Efficiency and Labor Committee on March 9, 1994.

Departments:	Parking and Traffic Real Estate
Item:	Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.
Description:	The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage. The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors. The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets. To be qualified to bid on the proposed management agreement, a potential bidder must 1) be a certified economically disadvantaged business (or a joint venture of two such businesses), as determined by the City's Human Rights Commission, 2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission had initially set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. However, Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Parking and Traffic Commission held a public hearing on this matter on January 4, 1994. The Human Rights Commission, Contract Review Committee reviewed the public testimony and determined, in consultation with the City Attorney's Office, that there was not enough evidence to set aside the Performing Arts Garage contract for minority and women-owned businesses. However, the Contract Review Committee did recommend that the Parking Authority Commission set aside the contract for disadvantaged businesses.

Mr. Hagerty reports that the bid for the 1660 Mission Street Garage was set aside for MBE/WBEs only. The award of the management agreement for the 1660 Mission Street Garage was recently approved by the Board of Supervisors (File 47-93-11.1).

2. Mr. Hagerty reports that in accordance with the Human Rights Commission's definition, a disadvantaged businesses is defined as a firm which grosses \$2 million or less annually. Under the proposed arrangement to set aside this management contract for disadvantaged businesses, the City's bid preferences for minority, women and locally-owned businesses would still apply. As defined in Chapter 12D of the City's Administrative Code, a five percent bid preference would be awarded to locally owned businesses and a ten percent bid preference would be awarded to minority or women owned businesses.

3. The Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified disadvantaged businesses. Mr. Hagerty reports that the Parking and Traffic Commission set (1) the bid bond for the proposed Performing Arts Garage operator at \$2,000, down from the original \$5,000, (2) the performance bond at \$120,000, down from the original \$225,000, and (3) the blanket

fidelity bond at \$100,000 rather than approximately \$300,000. According to Mr. Keith Grand, the City's Risk Manager, Mr. Grand worked with the Department of Parking and Traffic to determine the appropriate levels of bonds needed to protect the City. Mr. Grand reports that the proposed lowered bond levels will provide adequate protection for the City.

4. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays.

5. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently operated by non-profit corporations. Of the remaining nine garages and two surface lots, three garages and one surface lot are operated by City-certified MBE firms. Mr. Hagerty reports that none of the Department of Parking and Traffic's garages are operated by a disadvantaged business.

6. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross revenues, after deducting parking taxes, or a minimum of \$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues. According to Mr. Hagerty, Five Star Parking is not a disadvantaged business and would therefore not be permitted to bid on the proposed contract to manage the Performing Arts Garage.

7. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

8. Award of the management agreement to a parking operator for the Performing Arts Garage will require separate future legislation, subject to approval of the Board of Supervisors.

Recommendation:

Whether the proposed bids on the Performing Arts Garage should be limited to disadvantaged businesses only is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 15 - File 172-94-12

Department: Hetch Hatchy

Item: Resolution authorizing the General Manager of Hetch Hatchy to enter into a special use permit issued by the U.S. Department of Agriculture (U.S. Forest Service) for site management of the Duckwall Mountain Radio site, located in the Stanislaus National Forest.

Description: Duckwall Mountain, located in the Stanislaus National Forest in Tuolumne County, has served as a radio transmission equipment site for use in Hetch Hatchy's utility operations since 1988. While the U.S. Forest Service (USFS) currently has jurisdiction over this site, it now wishes to terminate its Site Manager role. Consequently, the USFS recently offered Hetch Hatchy the position of Site Manager of Duckwall Mountain.

Hetch Hatchy presently owns a lattice tower, supporting antennae, microwave dishes and a building that houses radio equipment, batteries, inverters, and solar systems at the Duckwall Mountain site. Other entities within San Joaquin Valley also operate equipment at the Duckwall Mountain site. All users of this site, which include the Tuolumne County Road Department, the Tuolumne County Ambulance Service, the Tuolumne County Forest Service, the U.S. Central Intelligence Agency (CIA), Fiberboard Lumber Company, Cellular One Communications and other Federal agencies and private companies, are required to pay fees to the USFS in order to use the site. As Site Manager, Hetch Hatchy would collect fees for use of the site from all users, continue to pay its current fee (approximately \$4,200 annually) to the USFS, and retain the remainder of the fees paid by the other users for maintenance and improvements of the site.

Hetch Hatchy is currently requesting that the Board of Supervisors authorize Hetch Hatchy to enter into the proposed special use permit. The Board's approval is required because (a) the special use permit contains a hold harmless agreement in favor of the USFS and (b) because the permit is for a term of 20 years.

Under the hold harmless agreement, the City would be required to indemnify the United States government against claims resulting from Hetch Hatchy's occupancy and use of the Duckwall Mountain site, to pay the USFS the full cost of any damage resulting from negligence or activities occurring

BOARD OF SUPERVISORS
BUDGET ANALYST

under the terms of the permit, to fully repair all damage caused by Hetch Hatchy, to assume all risk of loss to any improvements, and to inspect the area authorized for evidence of hazardous conditions.

Comments:

1. According to Mr. Lawrence Klein, the Deputy General Manager of Hetch Hatchy, the duties specified in the proposed special use permit from the USFS for the designated Site Manager would be no different from the maintenance duties that Hetch Hatchy currently is required to perform to protect its own operations. Mr. Klein reports that, as the largest user of the Duckwall Mountain site, Hetch Hatchy has already taken on responsibility for site maintenance in addition to the maintenance of Hetch Hatchy's own equipment. Mr. Klein advises that as Site Manager, Hetch Hatchy would experience only a nominal increase in the workload.
2. Mr. Jim Haydn-Myer of Hetch Hatchy reports that Hetch Hatchy currently expends approximately 48 hours per year at a cost of \$32 per hour, or \$1,536 annually, for the maintenance of the Duckwall Mountain site. This amount of \$1,536 is budgeted within Permanent Salaries for Electronics Maintenance Technicians in Hetch Hatchy's budget. According to Mr. Haydn-Myer, in the role of Site Manager, Hetch Hatchy's site maintenance costs would increase by approximately \$832 per year to \$2,368 annually. This additional amount of \$832 would be for approximately 32 hours (at a cost of \$26 per hour) of two General Utility Mechanics.
3. Hetch Hatchy currently pays, and would continue to pay as Site Manager, approximately \$4,200 annually to the USFS for use of the Duckwall Mountain site. As Site Manager, Hetch Hatchy would receive a total of approximately \$10,200 in annual fees from the other users of the site. Thus, after paying its annual fee of approximately \$4,200 to the USFS and after incurring its additional maintenance expense of approximately \$832 annually, Hetch Hatchy would realize a net profit of approximately \$5,168 per year.
4. According to Ms. Chris Hiashi of the City Attorney's Office, an estimate of the potential liability to the City of entering into the proposed special use permit would be speculative. However, Mr. Haydn-Myer advises that because of the site's remote location, the inaccessibility of the site to non-City workers, and the small amount of time spent at the location by Hetch Hatchy employees, the potential liability to the City would be minimal.

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BUDGET ANALYST

5. Mr. Haydn-Myer further states that all of the users of the Duckwall Mountain site, including Hetch Hetchy, are currently liable for their own equipment management, and that this situation would not change if Hetch Hetchy became the Site Manager. Although not rendering a legal opinion, Mr. Haydn-Myer believes that Hetch Hetchy would not be any more or less liable than it currently is if it became Site Manager.
6. According to Mr. Haydn-Myer, in the position of Site Manager of the Duckwall Mountain site, Hetch Hetchy would be able to improve and protect its position relative to other users of site, since, as Site Manager, Hetch Hetchy could maintain and improve the site in accordance with Hetch Hetchy's own needs.
7. According to Mr. Klein, Hetch Hetchy has been offered the role of the new Site Manager since it is the largest user of the Duckwall Mountain site. In addition, Mr. Klein reports that Hetch Hetchy owns a significant proportion of the equipment located on the site and therefore is the logical candidate for the role of Site Manager.
8. Mr. Klein states that the benefits, which include the ability to maintain control of Hetch Hetchy's equipment and to maintain and improve the site in accordance with Hetch Hetchy's needs, outweigh the potential exposure to the City if Hetch Hetchy is authorized to assume the role of Site Manager of the Duckwall Mountain Radio site.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
April 5, 1994 Government Efficiency and Labor Committee Meeting

Item 16 - File 231-94-1

Department: Sheriff's Department

Item: Resolution authorizing the Sheriff of the City and County of San Francisco to destroy any record of the background investigation of a Deputy Sheriff of the City and County, pursuant to Sections 26202 and 26205.1 of the California Government Code, except for the background summary report, after two years from the date of appointment of such Deputy Sheriff.

Description: Section 26202 of the California Government Code provides that the Board of Supervisors may authorize the destruction of any record, paper or document that is more than two years old, that was prepared or received pursuant to State statute or the Charter of the City and County of San Francisco, and that is not expressly required by law to be filed and preserved, if the Board determines by a four-fifths vote that the retention of any such record, paper or document is no longer necessary or required for City and County purposes. In addition, Section 26202 of the State Government Code provides that such records, papers or documents need not be photographed, reproduced or microfilmed prior to destruction, and no copy thereof need be retained.

According to Title II, Section 1002 of the Code of Regulations and Section C-1-4 of the Administrative Regulations of the Commission on Peace Officer Standards and Training, the background summary report of a Deputy Sheriff of the City and County must be retained while such Deputy Sheriff is still an employee of the City and County. However, the Commission on Peace Officer Standards and Training allows local agencies substantial latitude in the interpretation of the records retention requirements of its Administrative Regulations. Such interpretations, while conforming to State law, should meet local requirements, as determined by the Board of Supervisors.

In general, the background summary report of a Deputy Sheriff consists of a three to four page abstract of the contents of the Deputy Sheriff's background investigation file. In general, the background investigation file of a Deputy Sheriff, which the Sheriff's Department is requesting authorization to destroy, consists of information on 38 items concerning the Deputy Sheriff candidate, including a fingerprint card, the candidate's criminal and personal history, and a credit check.

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BUDGET ANALYST

Background investigation records other than the background summary reports for Deputy Sheriffs of the City and County are not expressly required to be filed and preserved beyond the two-year provision of Section 26202 of the Government Code.

In order to reduce the amount of paper in the Sheriff's Department, the Department is requesting that the Board of Supervisors authorize the Sheriff to destroy background investigation records of Deputy Sheriffs, except for background summary reports, after two years, or after such Deputy Sheriffs are appointed to office and become permanent, non-probationary employees following an 18 month probationary period, or after such Deputy Sheriffs have failed to successfully complete the 18 month probationary period and have been discharged or have resigned from employment as Deputy Sheriffs, whichever period is longer.

The Sheriff's Department is further proposing that the Board of Supervisors authorize the Sheriff to destroy background summary reports two years after the Deputy Sheriff candidates or Deputy Sheriffs to whom the background summary reports pertain are either no longer eligible for appointment as Deputy Sheriffs or are no longer employed by the Sheriff's Department.

Comments:

1. According to the Sheriff's Department, background investigation records, except for summary reports, are not necessary for the proper conduct of business after Deputy Sheriffs are appointed and have become permanent, non-probationary employees of the City following an 18 month probationary period.
2. Sergeant Phil Tutt of the Sheriff's Department reports that the destruction of the aforementioned records would not create any significant costs to the City.
3. Sergeant Tutt advises that the background investigation records are utilized to determine whether a person is qualified for a position as Deputy Sheriff. Once the person has been hired, the background investigation records, except for the summary report, are no longer needed.
4. Sergeant Tutt reports that the summary reports of all currently employed Deputy Sheriffs and of Deputy Sheriffs who, in the last two years, were no longer employed or were ineligible for employment, would be extracted and placed into a binder, while the remainder of the records would be

BOARD OF SUPERVISORS
BUDGET ANALYST

disposed of, thereby reducing the amount of paper in the Sheriff's Department.

5. The title of the proposed resolution should be amended by adding the following summary clause, which is contained in the body of the proposed resolution:

. . . ; and to destroy the background summary report of a Deputy Sheriff two years after the Deputy Sheriff is either no longer eligible for appointment or is no longer employed by the Sheriff's Department.

This provision authorizes the Sheriff to destroy background summary reports for Deputy Sheriffs two years after they are no longer employed or are no longer candidates for employment.

6. According to Sergeant Tutt, the Sheriff's Department wishes to destroy the aforementioned records in order to save space and to reduce the amount of paper in the Sheriff's Department. Sergeant Tutt reports that he no longer has enough space in his file cabinets to store the background investigation records of Deputy Sheriffs. Furthermore, Sergeant Tutt states that the cluttering of the Sheriff's Department with boxes containing files is a fire hazard. Attached to this report is a letter from the Chief Deputy Sheriff explaining why the Sheriff's Department wishes the aforementioned records to be destroyed and the specific measurements of the space occupied by such records.

Recommendation:

1. Amend the proposed resolution as described in Comment No. 5.
2. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

415 - 554 - 7225

Mr. Harvey Rose
via Ms. Karen Kegg
Budget Analyst's Office
1390 Market St. Suite 1025
San Francisco CA 94102

March 31, 1994

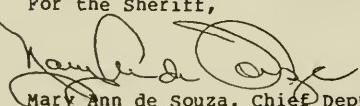
Dear Mr. Rose,

It has been brought to my attention that you have several additional questions regarding File 231-94-1. Per my instructions, Sgt. Phil Tutt of our Background Investigations Section has made the following conservative calculations:

1. records eligible for destruction under the proposed resolution occupy a total of approximately 66 cubic feet of space in our offices at 1155 Market Street and our storage area in the basement of City Hall
2. the records are contained in 3 legal size, 5-drawer file cabinets and 3 legal size records storage boxes, all of which are filled to 'tight fit' capacity; several dozen files are stacked on top of the cabinets at 1155 Market Street
3. approximately 1700 obsolete records would be eligible for destruction under the proposed resolution
4. the records would be destroyed in the following manner:
 - a. file contents would be chopped into small, irregularly shaped pieces
 - b. the pieces would be mixed together and bagged randomly
 - c. bags would be taken to dumpsters at different sites

Retention of these records is unnecessary for government purposes, wastes office and storage space, creates a fire hazard, costs money to move, and represents a needless risk of liability for unauthorized access or disclosure. The Sheriff's opinion is that it is in the best interests of his Department and the City and County to destroy these records as allowed by state law.

For the Sheriff,


Mary Ann de Souza, Chief Deputy
Administrative Operations

Memo to Government Efficiency and Labor Committee
April 5, 1994, Government Efficiency and Labor Committee Meeting

Item 17 - File 51-93-4

1. This is a hearing to transmit the claims of employees for reimbursement for the cost of personal property which was damaged or stolen in the line of duty from October 1, 1993 through December 31, 1993.

2. Section 10.25-1 of the City's Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. Of the 15 employee claims submitted, the Controller's Office has recommended that 2 claims be denied and 13 claims be paid. The total reimbursement amount for the 13 claims to be paid is \$1,722.12 (see Attachment).

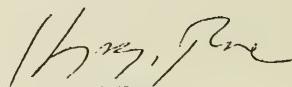
Comment

The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, included in the 1993-94 budget.

Mr. John Madden of the Controller's Office reports that a resolution has been prepared which authorizes the reimbursement of the 13 claims for a total amount of \$1,722.12.

Recommendation

Prepare in and report out the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher

Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

File No. 51-93-4
Date: March 16, 1994

**REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES**

<u>Department Claimant</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>	<u>Controller's Comments</u>
<u>Public Works</u>			
Zan Turner	140.00	25.00	Allow for replacement of wallet (\$25) not cash (\$125).
<u>Public Health</u>			
Jacob Moody	450.00	225.50	Allow for partial reimbursement for rental car expenses related to traffic accident.
Barbara Moorland	296.12	296.12	Approve as claimed for replacement of eyeglasses (frame and lens).
Charles Reinhart	250.00	250.00	Approve as claimed for replacement of shirt and eyeglasses (frame and lens).
John Louie	42.16	42.16	Approve as claimed for replacement of personal tools.
Evaon Wong-Kim	39.00	39.00	Approve as claimed for replacement of pants.

page 2

Public Health (continued...)

Tracy Chan	15.00	15.00	Approve as claimed for dry cleaning expenses.
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Juvenile Probation

Gregory Foote	25.00	25.00	Approve. Shirt was torn in the performance of official duties.
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Assessor's Office

Thida W. Leung	669.58	-0-	Deny. No evidence of City responsibility and the employee already receives a monthly automobile premium.
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San Francisco General

Traci Doughty	785.00	70.00	Approve partial amount of claim based on reasonable costs for purse, sunglasses, and gloves; deny reimbursement of cash(\$400).
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Rafael Restauro	7.95	7.95	Approve. Damage to handcuff key occurred in the line of duty.
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page 3

San Francisco General (cont...)

Hadas Desta	21.65	-0-	Deny. Damage to shirt occurred through no fault of the City and County.
Paula Lum	500.39	500.39	Approve. Loss of equipment occurred through no fault of the employee.
Neil Kudler	173.00	173.00	Approve. Loss of equipment occurred through no fault of the employee.

Parking and Traffic

Sharon Lopez	53.00	53.00	Approve. Damage to clothing occurred through no fault of the employee.
Total	\$3,467.85	\$1,722.12	

25
3
9/94
2
CITY AND COUNTY

OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

DOCUMENTS DEPT.

April 15, 1994

SEP 26 2000

TO: Government Efficiency and Labor CommitteeSAN FRANCISCO
PUBLIC LIBRARY**FROM:** Budget Analyst**SUBJECT:** April 19, 1994 Government Efficiency and Labor Committee MeetingItem 1a - File 25-94-4

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 5, 1994.

Department District Attorney.**Item:** Resolution concurring with the Controller's certification that legal process server services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees.**Services to be Performed:** Legal Process Server Services for the Family Support Bureau.**Description:** The Controller has determined that contracting for legal process server services for fiscal year 1994-95 would result in estimated savings as follows:

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$242,952	\$293,853
Benefits	67,938	75,899
Operating Expenses	<u>51,840</u>	<u>51,840</u>
Total	\$362,730	\$421,592
<u>Contracted Service Costs</u>		
	<u>150,655</u>	<u>150,655</u>
<u>Estimated Savings</u>	\$212,075	\$270,937

Comments:

1. According to Mr. Joseph Matranga of the Family Support Bureau (FSB), legal process server services were first certified, as required by City Charter Section 8.300-1, for fiscal year 1985-86 and have been provided by an outside contractor continuously since then.
2. FSB's current contract for legal process server services is with Sprint Pacific Services, which is a certified MBE. The current contract was awarded to Sprint Pacific Services on a competitive bid basis, with Sprint Pacific Services being the lowest bidder.
3. FSB's contract with Sprint Pacific Services will expire on June 30, 1994, unless both FSB and Sprint Pacific Services agree to extend the contract by one year, as specified in the contract. As of the writing of this report, FSB does not know whether the contract with Sprint Pacific Services will be renewed for fiscal year 1994-95 or whether the contract will be put out for competitive bidding.
4. The Contracted Service Costs used for the purpose of this analysis is based on estimates of the unit prices for each type of service activity (e.g., serving legal pleadings in San Francisco or in other Bay Area locations) and estimates of the volume of each type of these activities. In addition, an estimate of the cost of one-half of a City position (job classification 8158, Family Support Investigator II) for contract monitoring is included.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department D.A. - Family Support For Time Period FY 1994/95
Contract Services Legal Process Service

- 1) Who performed services prior to contracting out?

Four Family Support Bureau Staff, 2 8102 Process Servers and 2 8158 FSB Investigator IIs. At that time, however, the volume of required service was significantly lower than the current need.

- 2) Number of City employees laid off as result of contracting out?

Two vacant positions (2 8102s) were deleted in FY 84/85 budget.

- 3) Explain the disposition of employees if they were not laid off.

N/A.

- 4) What percent of a City employee's time is spent on services to be contracted out?

1/2 position is engaged in contract monitoring.

- 5) How long have these services been contracted out?

Eight years.

- 6) What was the first fiscal year for a Proposition J Certification?

The first year of certification was FY 1985/86. Calendar Year 1986 was the first year of the contract.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Unknown - these services are awarded on the basis of a low, bid in response to a Purchasing Department contract proposal. While Family Support seeks out and advises prospective minority and women owned firms on the nature of the service, selection of a contractor is accomplished by the Purchaser.

JOSEPH MATRANGA

Department Representative

Telephone: 553-4319

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 25-94-5

Department: Public Health

Item: Resolution concurring with the Controller's certification that inpatient dental services can be practically performed for the Department of Health at Lagunda Honda Hospital by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Inpatient Dental Services at Lagunda Honda Hospital

Description: The Controller has determined that contracting for inpatient dental services for Fiscal Year 1994-95 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary Step	Highest Salary Step
Salaries	\$140,218	\$170,221
Benefits	30,912	35,605
Other	<u>48,440</u>	<u>48,440</u>
Total In-House Costs	\$219,570	\$254,266
<u>Estimated Contract Costs</u>	<u>30,550</u>	<u>30,550</u>
<u>Estimated Savings</u>	\$189,020	\$223,716

Comments:

1. Dr. Mary Anne Johnson of Lagunda Honda Hospital states that Inpatient Dental Services, a private contractor, has provided on-site inpatient dental services since September 1, 1992. The current contract was awarded through a request for proposal process and will terminate on August 31, 1994, with options to renew the contract for three more years. Inpatient Dental Services is a local business enterprise, but is not an MBE or WBE.

2. Prior to September 1, 1992, Laguna Honda Hospital performed dental services with Civil Service personnel. Fiscal Year 1993-94 was the first year in which the Department of Public Health contracted for dental services.

3. The Estimated Contract Costs are \$30,550 because this only includes the cost of contract administration and maintenance, which would be provided by Lagunda Honda Hospital. The contractor, Inpatient Dental Services, will apply for reimbursement from the California Medi-Cal Dental Program for the dental services provided. According to Dr. Johnson, the City does not have the billing expertise to receive sufficient California Medi-Cal Dental Program reimbursement to cover the cost of providing the inpatient dental services at Lagunda Honda Hospital. However, Inpatient Dental Services, which specializes in dental services and provides significantly more dental services to various providers does have the billing expertise to receive such reimbursements from the Medi-Cal Dental Program.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, Laguna Honda Hospital

Contract Services: On-site dental services for patients of Laguna Honda Hospital

For the term starting approximately September 1, 1994 through August 31, 1995

- 1) Who performed services prior to contracting out? Civil Service employees. One Dentist, classification #2210 and two Dental Assistants, classification #2202.
- 2) Number of City employees laid off as a result of contracting out? One. Dentist, classification #2210.
- 3) Explain disposition of employees if they were not laid off. Two Dental Assistants, classification #2202, were reassigned to other divisions of the Department of Health. One person was placed at the San Francisco General Hospital Dental Clinic and the other person was placed at a District Health Center Dental Clinic.
- 4) What percent of a City employee's time is spent on services to be contracted out? Approximately less than 5% is spent by the Laguna Honda Hospital Contract Administrator to administer and provide liaison contact to the contractor.
- 5) How long have the services been contracted out? 1-1/2 years. Services were first contracted out on Sept. 1, 1992, under an emergency contract. The current contract was awarded through the RFP process (RFP No. 015-93) and will terminate on August 31, 1994, with options to renew the contract for 3 more years.
- 6) What was the first fiscal year for a Proposition J Certification? First approval was sought for the 93/94 fiscal year.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan? Current contractor is a local business enterprise certified by the Human Rights Commission.

Mary Anne Johnson, M.D.

Department Representative

759-2389

Telephone

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 1c - File 25-94-6

Department Office of the Controller

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Janitorial Services at 160 South Van Ness (Payroll Division)

Description: The Controller has determined that contracting for janitorial services for fiscal year 1994-95 would result in estimated savings as follows:

City-Operated Service Costs

Personnel	\$31,600 *
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<u>Contracted Service Costs</u>	<u>14,035</u>
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<u>Estimated Savings</u>	\$17,565
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* Personnel costs are calculated on the basis of one Department of Public Works staff person working 20 hours per week plus materials and supplies.

Comments: 1. Janitorial services were first certified as required by Charter Section 8.300-1 in 1981 and have been provided by an outside contractor since then.

2. The current contract, which expires June 30, 1994, is with Kleen Rite. Kleen Rite is a MBE firm.

3. According to Mr. Cesar Borja, of the Office of the Controller, the Office of the Controller will initiate a formal request for proposal process, pending approval of the proposed resolution.

4. The Contract Service Cost of \$14,035 is based on the current 1993-94 contract with Kleen Rite adjusted by a Consumer Price Index (CPI) factor, and includes custodial services five days a week (excluding holidays) as well as window washing at the Controller's Office at 160 South Van Ness.

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5. The Controller's supplemental questionnaire with the Department's responses, including MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Controller-PPSD For time Period FY 1994-95 & FY1995-96Contract Services JANITORIAL SERVICES CONTRACT # 83623

- 1) Who performed services prior to contracting out?

The services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

NONE

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NOT APPLICABLE

- 4) What percent of a City employee's time is spent on services to be contracted out?

0.2%

- 5) How long have the services been contracted out?

ELEVEN (11) YEARS CONTRACTUAL SERVICES SINCE SEPT., 1983

- 6) Will contract services meet goals of MBE/WBE Ordinance?

The current services are provided by a firm that is a Minority Business Enterprise (MBE).

Howie Bogard

Department Representative

HOWIE BOGARD, PAYROLL MANAGER

Telephone: 558-7864

Memo to Government Efficiency and Labor Committee
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Item 1d - File 25-94-7

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner/Coroner can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner.

Description: The Controller has determined that contracting for body removal services for fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$144,890	\$175,900
Benefits	<u>31,643</u>	<u>36,493</u>
Total	\$176,533	\$212,393
<u>Contracted Service Costs</u>	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>	\$70,283	\$106,143

- Comments:**
1. This is the first time that such body removal services will be contracted out.
 2. According to Mr. Herbert Hawley of the Medical Examiner/Coroner's Office, the Medical Examiner/Coroner's Office plans to issue a Request for Proposals (RFP) from private companies for these body removal services in May, 1994, pending approval of the proposed resolution. Mr. Hawley advises that the contract will be bid and awarded in accordance with the City's MBE/WBE Ordinance.
 3. Body removal services currently require three FTE Medical Examiner Investigators. Therefore, three Medical Examiner Investigators would be eliminated if these services were contracted out, according to the Medical Examiner/Coroner's Office. The Medical Examiner/Coroner's Office advises that no City employees would be laid off if this service is contracted out because three vacancies currently

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exist in the Department. According to the Medical Examiner/Coroner's Office, if the proposed resolution is approved, the three vacant positions would be eliminated.

4. The Contracted Service Costs are based on a cost of \$70 to remove two persons from a single site or \$55 to remove one person. The contract would provide for the removal of approximately 1,932 to 3,036 persons.
5. The Controller's supplemental questionnaire, with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Medical Examiner For time Period 07/01/1994 on
Contract Services Body Removal Service

- 1) Who performed services prior to contracting out?
Medical Examiner's Investigators as a part of their other duties

- 2) Number of City employees laid off as a result of contracting out?
0 (None)

- 3) If the employees were not laid off as a result of contracting out, what happened to them? One is probably being promoted, (pending exam)
One was terminated
One has resigned.

- 4) What percent of a City employee's time is spent on services to be contracted out? Variable as removals are made on an as needed basis, but this is a small part of the investigators work.

- 5) How long have the services been contracted out? This is the first request, but this will be on-going .

- 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.

H. Hawley

Department Representative

Telephone: 553-1694

Memo to Government Efficiency and Labor Committee
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Item 1e - File 25-94-8

Department: Parking and Traffic (DPT)

Item: Resolution urging that the Board of Supervisors concur with the Controller's certification that parking citation data entry services can be practically performed for the Department of Parking and Traffic Citation Division by a private contractor for a lower cost than similar services performed by City and County employees and authorizing the Department to contract for these services.

Services to be Performed: Parking Citation Data Entry Services for the Department of Parking and Traffic Citation Division.

Description: The Controller has determined that contracting for parking citation data entry services for fiscal year 1994-95 would result in estimated savings as follows:

<u>City Operated Service Costs</u>	Lowest Salary Step	Highest Salary Step
Salaries	\$238,267	\$288,316
Benefits	<u>67,157</u>	<u>74,975</u>
Total	\$305,424	\$363,291
<u>Contracted Service Costs</u>	<u>216,000</u>	<u>216,000</u>
<u>Estimated Savings</u>	\$89,424	\$147,291

Comments: 1. This will be the first time that such data entry services will be contracted out.

2. The proposed resolution states that it would be less costly for the Department of Parking and Traffic (DPT) to contract for traffic citation data entry services for FY 1994-95. The savings listed above in the Controller's analysis, represent the savings that will result by contracting out traffic citation data entry services during FY 1994-95. The proposed FY 1994-95 budget for DPT is based on providing these services with Civil Service employees. Therefore, authorization to contract with a private firm will result in an estimated savings of \$89,424 to \$147,291 in the proposed DPT's FY 1994-95 budget.

3. The Contracted Service Costs are based on the lowest estimate of per unit costs for citation data entry services provided by three private contracting firms in response to a DPT request for cost information.

4. The passage of Assembly Bill 408 (A.B.408), which has decriminalized parking citations in California, necessitated the transfer of responsibility for processing, administratively reviewing and adjudicating parking citations from the Municipal Court to the Department of Parking and Traffic. The transfer of these functions occurred November 1, 1993. Processing and adjudication of moving violations remained the responsibility of the Municipal Court.

According to Ms. Jocelyn Kane of the DPT, the Department is currently processing parking citation data using ten Civil Service data entry clerks. These ten clerks were transferred on November 1, 1993 from the Municipal Court to the DPT, when the responsibility for processing, administratively reviewing and adjudicating parking citations was transferred from the Municipal Court to the DPT.

5. Ms. Kane states that ten City data entry positions will be deleted as a result of the proposed contract services. Ms. Kane notes that, because other City departments are also contracting with private firms for data processing, there are not likely to be vacancies in the Data Entry Clerk classification, and the ten Data Entry Clerks with the least seniority will be laid off.

6. According to Ms. Kane, the DPT plans to issue a request for proposals for these data entry services in May, 1994, pending approval of the proposed resolution. The DPT will request written bids from private data processing services and contract for the data entry of approximately 2,400,000 parking citations annually. Ms. Kane advises that the contract will be bid and awarded in accordance with all applicable City ordinances, including the MBE/WBE and LBE Ordinances.

7. The Controller's supplemental questionnaire with the Department's responses is attached.

Recommendation: Since this would be the first time such services are being contracted out and since this contract could result in the layoff of ten Civil Service employees, approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Department of Parking and Traffic For time Period FY-1994-5
Contract Services Parking Citation Data Entry

1) Who performed services prior to contracting out?

San Francisco Municipal Court prior to Nov 1, 1993.

San Francisco Dept of Parking & Traffic as of Nov 1, 1993.

2) Number of City employees laid off as a result of contracting out?

10

3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

4) What percent of a City employee's time is spent on services to be contracted out?

100%

5) How long have the services been contracted out?

N/A

6) Will contract services meet goals of MBE/WBE Ordinance?

The Contract will be bid and awarded by the purchaser in accordance with all applicable City ordinances.

Jocelyn Kane
Department Representative

Telephone: 554-9821

Memo to Government Efficiency and Labor Committee
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Item 1f - File 25-94-9

Department: Mayor's Office of Community Development (MOCD)

Item: Resolution concurring with the Controller's certification that Day Laborer Program services can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Day Laborer Program

Description: The Controller has determined that contracting for services included within the San Francisco Day Laborer Program for fiscal year 1994-95 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	Lowest Salary Step	Highest Salary Step
Salaries	\$86,834	\$100,174
Benefits	21,315	23,402
Other	11,540	11,540
Total	\$119,689	\$135,116
<u>Contracted Service Costs</u>	<u>94,965</u>	<u>94,965</u>
<u>Estimated Savings</u>	<u>\$24,724</u>	<u>\$40,151</u>

Comments: 1. This would be the first time that such services are being contracted out.

2. The Contracted Service Costs for the purpose of this analysis is based on the estimated costs for the program in FY 1994-95 submitted by the Coalition for Immigrant and Refugee Rights and Services (CIRRS), a non-profit agency that was selected as the result of a competitive bidding process to provide these contractual services.

3. Mr. Wayne Lawrence of MOCD advises that the Day Laborer Program was transferred at the outset of FY 1993-94 from the Office of the Public Guardian to the Mayor's Office of Community Development (MOCD), with the intention that the program would be contracted out to a non-profit agency. At the present time, the Day Laborer Program is administered directly by MOCD. Until February, 1994, the program was staffed with two on-site MOCD temporary employees. Mr. Lawrence advises that one of the temporary

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employees resigned at that time, and the program is currently being administered directly by one MOCD temporary on-site employee. MOCD advises that, if the proposed resolution is approved, the Day Laborer Program will be managed by a non-profit organization, the Coalition for Immigrant and Refugee Rights and Services.

4. Mr. Lawrence states that the existing temporary MOCD employee will be terminated by the MOCD when the contract begins, and may be hired by CIRRS.

5. The Controller's supplemental questionnaire with the Department's responses is attached.

Recommendation: Since this would be the first time such services are being contracted out and since this contract could result in the layoff of one temporary Civil Service employee, approval of the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Mayor's Office of Community DevelopmentCONTRACT SERVICES: San Francisco Day Laborer ProgramCONTRACT PERIOD: March 1, 1994 thru June 30, 1994

- (1) Who performed activity/service prior to contracting out?

Two Civil Service Workers assigned to the project site and part time staff of the Mayor's Office of Community Development.

- (2) Number of City employees laid off as a result of contracting out?

Two.

- (3) Explain disposition of employees if they were not laid off?

Due to the high cost of operating the program with current civil service staff, the program would likely have to be discontinued and the onsite staff would be laid off in any case.

- (4) What percentage of City employee's time is spent on services to be contracted out?

On site staff are on the project full time. Two other staff spend approximately 1/3 and 1/4 of their times, respectively.

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

This will likely be an ongoing request for contracting out of this service.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1993/94 Fiscal year.

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

The contract would be given to a private nonprofit agency that is comprised primarily of Hispanic individuals. The contract would fit the department's MBE/WBE Action Plan.

Department Representative: Wayne Lawrence, Program ManagerTelephone Number: 554-8756

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Items 1g and 1h - Files 89-94-11 and 89-94-12

1. The proposed resolutions would authorize enrollment of classification AA57 Health Center Manager (File 89-94-11) and classification 1686 Supervising Auditor (File 89-94-12) in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classifications, which are not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolutions:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>	<u>Number of Employees Requesting Coverage</u>
Health Center Manager	AA57	7	6
Supervising Auditor	1686	3	3

4. As shown in the above table, the Employee Relations Division (ERD) reports that it has received petitions requesting coverage signed by the majority of employees in each of the above two classifications.

5. The seven employees in the AA57 Health Center Manager classification are in the Department of Public Health. The three employees in the 1686 Supervising Auditor classification are in the Controller's Office.

Recommendation

Approve the proposed resolutions.

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Item 1i - File 133-94-1

Note: An Amendment of the Whole for this legislation was submitted by the CAO's Office and will be made available at the April 19, 1994 Government Efficiency and Labor Committee.

Department: Chief Administrative Officer (CAO)

Item: Resolution authorizing the Chief Administrative Officer to apply for \$1,780,388 from the Transportation Fund for Clean Air in the Bay Area for programs and projects to reduce air pollution from motor vehicles; waiving indirect costs.

Grant Amount: \$1,780,388

Grant Period: August 1, 1994 through July 31, 1996

Source of Funds: Bay Area Air Quality Management District (BAAQMD)
Transportation Fund for Clean Air

Required Match: \$87,500

Projects:

Purchasing Department:
Compressed Natural Gas (CNG) Vehicles

Department of Parking and Traffic:
Bicycle lockers at various locations

Port of San Francisco:

a) Installation of waterside landing facilities at Candlestick Point Park

b) Travel store with commute/transit information and tickets

c) Transit kiosks in various locations

Description: Assembly Bill (AB) 434 created the Transportation Fund for Clean Air in the Bay Area and authorized the Bay Area Air Quality Management District (BAAQMD) to implement the Bay Area Clean Air Plan, which provides for the implementation of transportation programs and projects that achieve emission reductions in motor vehicles. AB 434 also required the BAAQMD to impose a surcharge on motor vehicle registration fees, to be used to implement the Bay Area Air Plan. The BAAQMD approved a \$4.00 surcharge on motor vehicle registration fees which became effective on April 1, 1993. The \$4.00 surcharge, which accrues to the BAAQMD's Transportation Fund for Clean Air in the Bay

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Area, is used for expenses incurred in implementing AB 434 programs.

The BAAQMD is currently seeking applications from Bay Area cities, counties, transit districts and other agencies that have programs that could qualify as AB 434 programs. The Purchasing Department, Department of Parking and Traffic (DPT), and Port of San Francisco have developed programs that may be eligible for AB 434 funding. The proposed grant application is being submitted by the CAO on behalf of these three City departments.

Budget:

Purchasing Department, Central Shops Division (\$290,338)

The Purchasing Department's Central Shops Division is proposing to purchase 18 new Compressed Natural Gas (CNG) vehicles, which would replace 18 existing gasoline-powered compact vehicles, and to convert 25 existing gasoline-powered vehicles to CNG vehicles. The gasoline-powered vehicles that would be replaced or converted to CNG operation are currently operated by the Department of Public Works (DPW), the Water Department, Municipal Railway, San Francisco International Airport, the Sheriff's Department, the Library, the District Attorney's Office, and the Community College District. The proposed \$290,338 would fund approximately 62.6 percent of the \$463,838 total project cost. Mr. Ara Minasian of the Purchasing Department reports that PG&E would fund \$86,000 of the total project cost and that City departments that benefit from the program would fund the remaining \$87,500 of the total project cost. Mr. Minasian states that he has not identified which City departments would fund the \$87,500. He further states that the BAAQMD provides a two-year period to identify such matching funds for the CNG Vehicle Program. According to Mr. Minasian, if the matching funds could not be found, the BAAQMD would not disburse the grant funds to the City. Estimated project costs are as follows:

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	No. of <u>Vehicles</u>	Cost Per <u>Vehicle</u>	
Midsize CNG autos	18	\$18,988	\$341,775
CNG conversions	25	4,883	<u>122,063</u>
Total	43		\$463,838
Less Matching Funds			
from PG&E			86,000
from various City departments			<u>87,500</u>
Proposed Grant Funding			\$290,338

Department of Parking and Traffic (DPT)
(\$87,500)

The Bicycle Locker Project would entail the purchase and installation of 50 bicycle lockers in parking garages and other sites at or near major employment centers and at major transit hubs. The objective of this program is to decrease the number of employees who drive to work by encouraging the use of bicycles, thereby reducing motor vehicle emissions. The proposed \$87,500 grant from the BAAMQD would fund 94.6 percent of the total project cost of \$92,500. The San Francisco Transportation Authority (SFTA) would fund the remaining \$5,000 (\$92,500 less \$87,500). The details of the \$92,500 project are as follows:

Bicycle Lockers (50 @ \$1,300 per locker including tax and shipping)	\$65,000
Installation	18,000
Marketing and Promotion	3,500
Program Monitoring	<u>6,000</u>
Total Project Cost	\$92,500
Less SFTA Funding	<u>5,000</u>

Proposed Grant Funding	<u>\$87,500</u>
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Port of San Francisco (\$1,402,550)

- The Port is proposing that \$900,000 in grant funding be expended on installing waterside landing facilities at Candlestick Point Park in order to accommodate various ferry and excursion operations to and from Candlestick Park. The proposed grant would fund a demonstration project during at least one

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baseball season and one football season. The service to Candlestick Park could be offered in one of two ways: 1) Issue a Request for Proposals (RFP) for an operator or team of operators to install the waterside landing facilities and to provide service to and from Candlestick Park, or 2) Issue a RFP to install landing facilities at Candlestick Park and invite all service providers to land vessels during the two seasons.

Proposed Grant Funding \$900,000

- » The Port is also proposing the establishment of a retail store on the ground floor of the Ferry Building to provide a source of transportation information, the sale of various transportation tickets and passes, maps, routing information, ride-share connections, and other items supporting transit in the Bay Area. The Port plans to contract with RIDES for Bay Area Commuters for the management of the proposed store. The budget for the first year of the proposed Waterfront Transit Store project is as follows:

Personnel Costs

Contract Management (.25 FTE)	\$10,000
Program/Store Manager (1 FTE)	35,000
Store Staff Support (1 FTE)	<u>25,500</u>
Subtotal	\$70,500
Overhead (90%) ¹	<u>63,450</u>
Subtotal Personnel Costs	\$133,950

Other Costs

Furniture and Equipment:	
FAX Machine, Photocopier,	
Phone and Phone Lines	\$4,600
Computer Equipment and On-line Services	8,000

¹ According to Mr. Joe Wyman of the Port, an agreement between RIDES for Bay Area Commuters and Caltrans, which provides grant funding to RIDES for Bay Area Commuters, requires a rate of 90 percent for overhead expenses. RIDES for Bay Area Commuters is a non-profit agency which provides travel information and assistance to commuters concerning mass transit and ride sharing.

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Marketing and Information Service ²	80,000
Office Supplies and Banking	
Services	<u>1,000</u>
Subtotal Direct Costs	<u>\$93,600</u>
Proposed Grant Funding	\$227,550
• The Port's third project would provide for the design and construction of four multi-panel kiosks at a cost of \$40,000 each for the display of regional transit information. The kiosks would provide four panels of back-lit regional transit information to commuters and visitors in San Francisco. The project would also entail the creation of regional transit media to be installed in the four panels. The panels would provide basic information about all forms of transit in the City and Bay Area region and highlight where the commuter is at that particular location and where they could easily interface with various regional transit modes. The Port plans to issue an RFP for the design and construction of the proposed kiosks. Preliminary budget details are as follows:	
Four Kiosks at \$40,000 per kiosk (each unit includes electrical and utility extensions)	\$160,000
Artwork for kiosks	73,750
Contingency (15% of total project cost)	<u>41,250</u>
Proposed Grant Funding	<u>275,000</u>
Subtotal Port Projects	<u>\$1,402,550</u>
Total Proposed Grant	<u>\$1,780,388</u>

Indirect Costs: The grantor does not allow for payment of indirect costs. Therefore, the proposed resolution would waive indirect costs.

² Mr. Wyman reports that Marketing and Information Services would be provided by RIDES for Bay Area Commuters.

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Comments:

1. The \$900,000 for the proposed waterside landing facility at Candlestick Point Park and the proposed \$275,000 for the transit kiosks, for a total of \$1,175,000, should be reserved, pending the selection of contractors, the submission of budget details, and the MBE/WBE status of the contractors by the Port of San Francisco.
2. Mr. Minasian reports that the BAAQMD provides a two-year period to find contributors for the matching funds of \$173,500 for the CNG Vehicle Program, which would cost \$463,838. Mr. Minasian indicates that he has identified PG&E, which would provide \$86,000 of the project cost, as one of the contributors. Mr. Minasian further reports that funds which departments have requested for vehicle replacement or vehicle conversion in their FY 1994-95 budgets could serve as the needed matching funds. Mr. Minasian advises that prospective departments include the DPW, the Water Department, and the Airport.
3. Mr. Rick Ruvolo of the CAO's Office reports that the due date for the proposed grant applications is April 29, 1994.
4. As of the writing of this report, the CAO's Office has not provided a Disability Access Checklist to the Board of Supervisors or a Summary of Grant Request to the Budget Analyst. Mr. Ruvolo reports that the Disability Access Checklist and the Summary of Grant Request will be submitted directly to the Government Efficiency and Labor Committee. If these items are not submitted prior to the Committee meeting on April 19, 1994, this item should be continued.

Recommendation:

1. Amend the proposed resolution by reserving \$1,175,000 in grant funding for the proposed waterside landing facility at Candlestick Point Park and the proposed transit kiosks, pending the selection of contractors, the submission of budget details, and the MBE/WBE status of the contractors.
2. If the CAO's Office does not submit the Disability Access Checklist and the Summary of Grant Request to the Government Efficiency and Labor Committee prior to the meeting on April, 19, 1994, continue this item. If these documents are submitted, approve the proposed resolution, as amended.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 1j - File 134-94-1

Department: City Planning

Item: Resolution authorizing the Department of City Planning to apply for, accept and expend funds of up to \$25,000 from the National Historic Preservation Fund Grants-in-Aid Subgrant Program administered by the State Office of Historic Preservation (S.O.H.P.) and known as the Certified Local Government (C.L.G.) Program, and foregoing reimbursement of indirect costs.

Grant Amount:

Citywide Cultural Resources Database	\$15,000
Publication of the Preservation Element of the Master Plan and Two Technical Procedures Manuals and Staff Training	<u>10,000</u>
Total Grant Request:	<u><u>\$25,000</u></u>

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: National Historic Preservation Grants-in-Aid Subgrant Program administered by the California Department of Parks and Recreation, State Office of Historic Preservation, known as the Certified Local Government (C.L.G.) Program

Project: Citywide Cultural Resources Database and Publication of the Preservation Element of the Master Plan and Two Technical Procedures Manuals and Staff Training

Description: The Department of City Planning is requesting two grants from the State Office of Historic Preservation under its Certified Local Government (C.L.G.) Program, which was established by Federal law to provide financial and technical assistance to property owners to preserve and protect historic properties. The C.L.G. Program specifies that the maximum grant amount will be \$15,000 and that no more than two applications will be accepted from any one applicant.

The first grant, in the amount of \$15,000, is for completion of an electronic database, known as the Citywide Cultural Resources Database, which the City Planning Department began developing two years. This database will list all properties in the City and County that have been designated or listed as historic by local, State and Federal agencies. According to Mr. Vincent Marsh of the City Planning Department, this database will greatly enhance the Planning Department's ability to identify buildings judged to have architectural and/or historic merit and will expedite the review and processing of building permits, by reducing the

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

staff time currently required in tedious manual searches. The Department expects that, pending the receipt of the C.L.G. grant funds, this database will be completed by October 1, 1995.

The second grant, in the amount of \$10,000, is for the following activities:

- Publication of the Preservation Element of the Master Plan of the City and County of San Francisco (\$8,000) - The Planning Department has already prepared a Draft Proposal for Citizen Review which is currently being reviewed by the City Landmarks Board and the City Planning Commission. The Department expects that final approval of the draft will occur in early 1995, at which time a formal copy of the Preservation Element will need to be published.
- Preparation of two technical procedures manuals and training (\$2,000) - One manual will assist the Department of City Planning staff and its consultants in the preparation of the Cultural Resources Components of Area Plans of the City and County of San Francisco and the other manual will assist the Planning Department's Plan Checkers in approving alteration permits of architecturally-significant buildings so that the permits will comply with the standards delineated in the Secretary of the Interior's Standards for Rehabilitation. The training will consist of a one-day session for members of the staff of the City Planning Department and the Bureau of Building Inspection pertaining to how to use the State Historic Building Code.

Budget:	Citywide Cultural Resources Database	\$15,000
	Publication of the Preservation Element of the Master Plan and Two Technical Procedures Manuals and Staff Training	<u>10,000</u>
	Total Budget (See Comment No. 1 below):	<u><u>\$25,000</u></u>

Required Match:	\$25,000. According to Mr. Marsh, the required match will be provided in-kind by the Department of City Planning in the form of staff and materials that are being included in the Department's budget request for FY1994-95. Mr. Marsh also reports that the Department plans to actually contribute \$28,000 of in-kind services to this project, or \$3,000 in excess of the required match amount of \$25,000. Approximately \$24,500 of the Department's \$28,000 in-kind match represents existing staff and several paid interns that have yet to be hired. Approximately \$3,500 of the Department's in-kind match represents materials that have yet to be purchased.
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Indirect Costs: None. The C.L.G. Grant Program requests that indirect costs not be included in the grant applications.

Comments:

1. According to Mr. Marsh, project budget details and the grant application are still being finalized. As such, the proposed resolution should be amended to delete the "accept and expend" clause on line 2 of page 1 and the "receive and expend" clause on line 2 of page 3 of the proposed resolution.
2. A copy of the Grant Application Information Form, prepared by the Department of City Planning for the combined proposed grant request, is attached to this report.
3. A Disability Access Checklist for this program is on file with the Clerk of the Board.

Recommendations:

1. Amend the proposed resolution as noted in Comment No. 1 above.
2. Approve the proposed resolution, as amended.

Grant Application Information Form

Attachment
Page 1 of 2

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: The Planning Department

Contact Person: Lucian Blazey Telephone: _____

Project Title: Certified Local Government Application

Grant Source: State Department of Parks and Recreation, Office of Historic Preservation

Proposed (New / Continuation) Grant Project Summary: The National Historic Preservation Grants-in-Aid application seeks to complete a Citywide Cultural Resources Database which will include the buildings listed within Article 10 (individual Landmarks and Historic Districts), Article 11 (The Downtown Plan Here Today; buildings listed within Area Plans of the Master Plan of the City and County of San Francisco and the 1976 Departmental Citywide Architectural Survey plus any other surveys adopted by the City Planning Commission and/or the Board of Supervisors. A second component of the Grant Application seeks to recommend for adoption a Preservation Element of the Master Plan of the City and County of San Francisco. A third component of the Grant Application seeks to prepare a Technical Procedures Manual to assist Department of City Planning Staff and others in the preparation of Cultural Resources Components of Area Plans of the City and County of San Francisco, CA and to create a Technical Procedures Manual to assist Plan Checkers in approval of alteration permits of architecturally significant buildings which will comply with the Standards delineated in the Secretary of the Interior's, Standards for Rehabilitation and established procedures with the Planning Department and Bureau of Building Inspection (B.B.I.) staff on the utilization of the State Historic Building Code (S.H.B.C.).

Amount of Grant Funding Applied for: \$25,000.00

Maximum Funding Amount Available: \$25,000.00

Required Matching Funds: \$25,000.00 (In-Kind)

Number of Positions Created and Funded: .50 FTE

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? N/A

Grant Application Information Form
Page 2

Term of Grant: October 1, 1994 - September 30, 1995

Date Department Notified of Available funds: September, 1994

Application Due Date: April 29, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

In accordance with its annual state preservation goals and objectives defined in the SHPO 1994 Program Overview: Issues, Tasks, and Priorities enclosed), the Office of Historic Preservation (OHP) is pleased to announce the availability of \$125,000 of Historic Preservation Fund monies (which exceeds the 10% pass-through requirement) in grants to Certified Local Governments (CLGs). Grants will be available for projects ranging in cost from \$2,500-\$15,000. Less than \$2,500 grant proposals will be considered for training purposes only. NO MORE THAN 2 APPLICATIONS WILL BE ACCEPTED from any one CLG. Proposals with realistic budgets tied to well-thought-out activities stand the best chance of being funded.

Extra points will be given to projects that:

- (1) focus on addressing the critical affordable housing problem in California by promoting the creation and retention of rental, transitional, and emergency housing units in historically noteworthy buildings;
- (2) focus on unreinforced masonry buildings (UMBs), subject to the State requirements of Chapter 20/1986 (Senate Bill 547);
- (3) focus on growth management; or,
- (4) focus on seismic issues.

Department Head Approval
Lucian Blazej, Director of Planning

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 1k - File 146-94-3

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health's Childhood Lead Prevention Program to apply for retroactively and accept and expend a grant of \$1,266,382 which includes indirect costs in the amount of \$167,378, based on 25 percent of salaries, from the California Department of Health Services for childhood lead prevention activities, and providing for ratification of action previously taken.

Grant Amount: \$1,266,382

Grant Period: Fiscal years 1992-93 through 1994-95, although according to Mr. Jack Breslin, Assistant Director of DPH's Bureau of Environmental Health Services, the State Department of Health Services may extend the grant period since FY1994-95 will be the first full year of operation of the State's grant program.

Source of Funds: California Department of Health Services

Project: Childhood Lead Prevention Program

Description: The Childhood Lead Prevention Program, which was created by the City's Comprehensive Lead Poisoning Prevention Ordinance and passed by the Board of Supervisors in 1992, is designed to provide screening, prevention and case management services to all identified lead-poisoned children with blood lead levels of 10 micrograms per deciliter or higher. Mr. Breslin reports that the program is currently overseeing 88 cases and since its inception almost a year ago, the program has overseen 207 cases.

According to Mr. Breslin, the State Department of Health Services announced in 1992 that it would begin providing grants to counties for case management of childhood lead poisoning cases. As part of that announcement, the State requested that potential grant applicants provide preliminary estimates of their program costs for fiscal years 1992-93 through 1994-95. As such, DPH provided an estimate of \$366,817.

However, Mr. Breslin reports that due to a lawsuit, the State had to delay the start of its new grant program until early this year at which time the State announced the grant amounts to be awarded to each of the counties, based on their

Memo to Government Efficiency and Labor Committee
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population density and age of housing stock. As such, the State informed DPH that it was eligible to receive a grant in the amount of \$1,266,382 if DPH submitted a formal grant application in the amount of \$1,266,382, with supporting budget details, which DPH has since done.

According to Mr. Breslin, the budget in DPH's current grant application for \$1,266,382 shows estimates of costs for FY1992-93 and FY1993-94 that were actually not incurred. As such, the budget in DPH's current grant application does not reflect DPH's current plans for this grant and according to Mr. Breslin, an updated budget is being developed. Mr. Breslin also reports that the State is aware that the budget in the grant application has not yet been updated, but that the State has indicated that this will not affect the awarding of the proposed grant to DPH. In addition, Mr. Breslin advises that while DPH has not finalized a budget for the proposed grant amount, DPH expects that the proposed grant would be used to accomplish the following objectives beginning in FY1994-95:

- Begin childhood screening for lead poisoning in all of the City's health centers and clinics by hiring part-time phlebotomists to draw blood. According to Mr. Breslin, none of the City's health centers and clinics currently provide this service.
- Target City neighborhoods that are especially at risk for childhood lead poisoning, such as Hunters Point, the Tenderloin, the Western Addition and Chinatown, by hiring additional health educators, community health workers and phlebotomists. Mr. Breslin reports that the Mission District has already been surveyed for elevated blood lead levels in children.
- Fund a Principal Investigator/Epidemiologist whose position would otherwise be eliminated in FY1994-95.

Budget: \$1,266,382. According to Mr. Breslin, a detailed budget will be provided at the time that DPH submits its request to the Board of Supervisors for authorization to accept and expend the proposed grant.

Required Match: None.

Indirect Costs: \$167,378, based on 25 percent of the estimated salary costs included in DPH's grant application for fiscal years 1992-93 through 1994-95.

Memo to Government Efficiency and Labor Committee
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- Comments:**
1. As noted above, the budget in DPH's current grant application for \$1,266,382 shows estimates of costs for FY1992-93 and FY1993-94 that were actually not incurred. As such, the budget in DPH's current grant application does not reflect DPH's current plans for this grant and according to Mr. Breslin, an updated budget is being developed. Consequently, the proposed resolution should be amended to delete the "accept and expend" clause on line 3 and line 8 on page 1 of the proposed resolution.
 2. A copy of the Summary Grant Request, prepared by DPH for the proposed grant, is attached to this report.
 3. A Disability Access Checklist for this project is on file with the Clerk of the Board.

- Recommendations:**
1. Amend the proposed resolution to delete the "accept and expend" clause, as noted in Comment No. 1 above.
 2. Approve the proposed resolution, as amended.

Grantor Department of Health Services
 Contact Person Charles Belknap
 Address 5801 Christie Ave., #600
Emeryville, CA 94608
 Amount Requested \$ 1,266,381

Term: From 1992/93 To 1994/95

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$1,266,381 from the period of 1992/93 to 1994/95 to provide childhood lead poisoning prevention services.

II. Summary: (Community; need addressed; number - groups served; services and providers)
Seventy-five percent of the residences occupied by over 40,000 children between nine months and six years of age, were constructed prior to 1950 and therefore contain lead on all painted wall surfaces. Identifying and managing cases of children with elevated blood leads is the focus of this program's outreach.

III. Outcomes/Objectives:

This program through direct community outreach, will identify and provide treatment oversight of cases of young children with elevated blood lead levels.

IV. Effect of Reduction or Termination of These Funds:

The loss or reduction of this funding will prevent the identification of lead-poisoned children, as well as medical management resulting in long-term neurological consequences.

V. Financial Information:

	Col. A Two Years Ago	Col. B Pass Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	---		1,266,382			
Personnel	---		800,587			
Equipment	---		119,762			
Contract Svc.	---		20,000			
Mat. & Supp.	---		30,501			
Facilities/Space	---		64,597			
Other	---		63,557			
Indirect Costs	---		167,378			

VI. Data Processing

(Enter included above) _____ 0 _____

VII. Personnel

F/T CSC	_____	_____	6	_____
P/T CSC	_____	_____	0.6	_____
Contractual	_____	_____		_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
San Francisco General Hospital, Clinical Laboratory Services, Metals Laboratory

Will grant funded employees be retained after this grant terminates? If so, How?

No. _____

*VIII. Contractual Services: Open Bid X Sole Source _____ (If sole source, select Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 11 - File 146-92-21.2

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Bureau of Toxics, Health and Safety Services, to apply for retroactively, accept and expend a grant for \$5,000 from the California Department of Fish and Game, Office of Oil Spill Prevention and Response, for providing local input into the San Francisco Bay/San Joaquin Delta Area Contingency Plan for oil spills, and waiving indirect costs.

Grant Amount: \$5,000

Grant Period: January 1, 1994 through December 31, 1994

Source of Funds: California Department of Fish and Game, Office of Oil Spill Prevention and Response

Project: Participation in the final phase of developing the San Francisco Bay/San Joaquin Delta Area Contingency Plan for oil spills

Description: In 1992, the Department of Public Health (DPH) applied for and accepted a grant in the amount of \$49,950 from the California Department of Fish and Game to fund DPH's development of the San Francisco Oil Spill Prevention and Response Plan. In addition, the grant funded San Francisco's participation in the development of the regional San Francisco Bay/San Joaquin Delta Area Contingency Plan for oil spills. DPH's role in the development of the regional plan was to provide information on San Francisco's environmentally-sensitive locations, economically-significant sites, resources available to mitigate oil spills, potential staging locations in the event of an oil spill, contacts and notification procedures. This information would assist the State Department of Fish and Game and the U.S. Coast Guard who have primary responsibility for mitigating oil spills.

The local San Francisco Oil Spill Prevention and Response Plan has been completed. The first edition of the regional San Francisco Bay/San Joaquin Delta Area Contingency Plan has also been completed and is now under revision.

In order for San Francisco to continue participation in the regional planning process in 1994, DPH has requested an additional grant from the State Department of Fish and

Memo to Government Efficiency and Labor Committee
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Game. DPH estimates that it will require 110 more hours of participation from the DPH and Port staff as shown below.

Budget:

Personnel	
• DPH Senior Industrial Hygienist (80 hrs at \$35/hr.)	\$2,800
• Port of San Francisco Regulatory Specialist (20 hrs at \$25/hr.)	500
• Port of San Francisco Manager, Environmental Services Section (10 hrs and \$40/hr.)	<u>400</u>
Subtotal	\$3,700
Benefits @ 30%	<u>1,110</u>
Total Personnel	\$4,810
Operating Expenses	
Travel	100
Reproduction	<u>90</u>
Total Operating Expenses	<u>\$190</u>
TOTAL PROJECT BUDGET	<u>\$5,000</u>

Required Match: None.

Indirect Costs:

None. As noted above, in 1992, the Department of Public Health (DPH) applied for and accepted a grant in the amount of \$49,950 from the California Department of Fish and Game to fund DPH's development of the local San Francisco Oil Spill Prevention and Response Plan and to fund DPH's participation in the development of the regional San Francisco Bay/San Joaquin Delta Area Contingency Plan for oil spills. Of the \$49,950 received, \$3,800 was earmarked to reimburse indirect costs (the \$3,800 represented 20 percent of DPH's salary cost of the project). This proposed grant, in the amount of \$5,000, represents the final, smaller portion of DPH's participation in the regional project and as such, DPH is requesting that the requirement to apply for grant funds to cover indirect costs be waived.

Comments:

1. According to Mr. Richard Lee, Manager of DPH's Bureau of Toxics, the California Department of Fish and Game has announced its intention to fund DPH's grant application for \$5,000. As such, this proposed resolution authorizes DPH to retroactively apply for (as well as accept and expend) the \$5,000 grant amount.
2. A copy of the Summary of Grant Request, prepared by DPH for the proposed grant, is attached to this report.

Memo to Government Efficiency and Labor Committee
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3. A Disability Access Checklist for this project is on file with
the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor CA. Dept. of Fish & Game (OSPR)
 Contact Person Sue Damron
 Address 1416 Ninth St. P.O. Box 944209
 Sacramento, CA 94244

Division Bur. of Toxics, Health & Safe
 Section Richard Lee
 Contact Person 554-2798
 Telephone _____
 Application Deadline _____
 Notification Expected 4/15/94

Amount Requested \$ 5,000
 Term: From 1/1/94 To 12/31/94

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 5,000 from the period of 1/1/94 to 12/31/94 to provide Local input into San Francisco Area oil spill plan services.

II. Summary: (Constituency; need addressed; resources - grants received; services and providers)

Bureau of Toxics was previously provided with a grant from the Dept. of Fish & Game for \$50,000 to produce the local San Francisco Oil Spill Contingency Plan and participate in the development of the San Francisco Bay/San Joaquin Delta Area Plan for oil spills. This grant will provide for continued San Francisco input into the Area Contingency Plan.

III. Outcomes/Objectives:

San Francisco agencies will be able to provide input into the revisions of the San Francisco Bay/San Joaquin Delta Area Contingency Plan for oil spills.

IV. Effects of Reduction or Termination of These Funds:

San Francisco agencies will not be able to participate in the process of revising the San Francisco Bay/San Joaquin Delta Area Contingency Plan for oil spills.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	-	\$50,000	\$5,000		0	
Personnel		40,000	4,810			
Equipment						
Contract Svc.						
Mat. & Supp.		3,150				
Facilities/Space						
Other		3,000	190			
Indirect Costs		3,800				

VI. Data Processing

(two columns)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?
 Yes, existing general funded staff is performing this work.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (Check source. Check Factor for Exempt Form)

Memo to Government Efficiency and Labor Committee
April 19, 1994 Meeting of Government Efficiency and Labor Committee

Item 1m - File 147-94-2

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to accept and expend \$5,000 in funds available through the California State Library from Title I of the Library Services and Construction Act (LSCA) for improving library services for immigrant populations for the Fiscal Year 1993-94; waiving indirect costs.

Grant Amount: \$5,000

Grant Period: December 1, 1993 through September 30, 1994

Source of Funds: Federal Library Services and Construction Act (LSCA)
Title I funds awarded by California State Library

Project: Serving Immigrant Populations

Description: The proposed grant funds would be used to purchase library materials for Spanish-speaking immigrants at the Excelsior Branch Library. In particular, the grant funds would be used to purchase materials which provide assistance to Spanish-speaking immigrants in adaptation to the United States, such as materials that pertain to learning English, becoming a United States citizen, finding employment or housing, and responding to medical, legal or household repair concerns.

The Board of Supervisors previously approved a resolution authorizing the Public Library to apply for funds not to exceed \$20,000 to serve immigrant populations (File 147-93-8). The application filed pursuant to this resolution included the \$5,000 grant for the Excelsior Branch Library that was awarded by the California State Library, and is proposed for authorization to accept and expend in this resolution. Ms. Neel Parikh of the Public Library advises that another \$15,000 in grant funds was requested of the California State Library in the same grant application, to provide materials serving immigrant populations to the Sunset and Ortega Branch Libraries and the Main Library. However, Ms. Parikh advises that only the Excelsior Branch Library component of the grant application was awarded, while the other portions of the application will not receive funding.

Memo to Government Efficiency and Labor Committee
April 19,1994 Meeting of Government Efficiency and Labor Committee

Budget: The \$5,000 grant budget is as follows:

Purchase of Spanish-language books and audio-tapes for the Excelsior Branch	\$4,550
Printing of promotional flyer	<u>450</u>
Total	\$5,000

Required Match: None

Indirect Costs: None. Indirect costs for these funds would be waived, as the grant may not be applied towards indirect costs.

- Comments:**
1. Ms. Parikh states that, while actual data on the number of non-English speaking Hispanic people residing in the Excelsior Branch Library service area is unavailable, based on 1990 Census data, 28 percent of the 46,681 people who reside in the service area (or approximately 13,071 people) speak Spanish in their homes. The Spanish language materials funded through this grant would be targeted to this population.
 2. A grant summary prepared by the Public Library is attached.
 3. Because the grant period began in December, 1993, and the Library has begun to order materials based on the grant award, the proposed resolution should be amended to provide retroactive authorization to accept and expend the grant funds.
 4. A Disability Access Checklist has been prepared by the Public Library and is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the San Francisco Public Library to accept and expend the \$5,000 in grant funds retroactively, and approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library
Contact Person: Neel Parikh, Chief of Branches Telephone: (415) 557-4355
Project Title: Serving Immigrant Populations
Grant Source: Federal funds administered by the State Library

Proposed (New / Continuation) Grant Project Summary:

Immigrants to California, from Latin America and Asia in particular, is changing the makeup of the populations of the state in significant ways. In 1988 alone, approximately 30% of all immigrants to the United States (188,696 cf the total 643,025) took up residence in California, and about 90% of those immigrants came from Mexico, Central/South America and Asia. Over 30% of the 4.8 million elementary and secondary level students in California came from non-English speaking homes.

Funding was made available to purchase library materials to serve immigrants with limited English speaking ability. Funds were awarded to libraries serving large percentages of immigrants with limited English speaking ability. Areas with large concentrations of immigrants who are refugees, have limited English speaking ability and/or are disadvantaged will receive preference.

The Excelsior Branch library serves a Hispanic population of 14,656, many of whom are Spanish speaking immigrants. The Excelsior Branch was awarded \$ 5,000 to serve this population.

Amount of Grant Funding Applied for: \$5,000
Maximum Funding Amount Available: \$250,000
Required Matching Funds: -0-
Number of Positions Created and Funded: -0-
Amount to be Spent on Contractual Services: -0-
Will Contractual Services be put out to Bid? N/A

Term of Grant: December 1, 1993 - September 30, 1994

Date Department Notified of Available funds: June 28, 1993

Application Due Date: September 23, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds are to be used for purchase of materials for a Spanish speaking immigrants at Excelsior Branch which provide assistance in the process of their adaptation to the United States (e.g. learn English, become a U.S. citizen, find employment of housing, respond to medical, legal or household repair concerns.) The materials may be print or audiovisual, reference or circulating, single or multiple copies according to local needs. Up to \$500 may be used for expenses related to public relations (e.g. flyers, bibliographies, posters, etc.).

Any indirect costs may not be paid from this grant. All material purchased must be cataloged. All materials must be housed at the branch which receives the grant award. Funds for processing will be allowed only if adequate justification is provided.

All funds must be encumbered by September 30, 1994, and all materials received and invoices cleared by November 30, 1994. Any funds not spent or encumbrances not liquidated by November 30, 1994 must be returned.

(Award letter is attached).

E. Lynn Hayes, Acting City Librarian
Department Head Approval

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 1n - File 148-94-3

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works to apply for, accept and expend, grant funds in the amount of \$410,000 from the California Environmental Enhancement and Mitigation Program, waiving indirect costs, for public works projects.

Grant Amount:

King Street Tree Planting Project	\$200,000
Army Street Corridor Tree Planting Project	<u>\$210,000</u>
Total Grant Request:	<u>\$410,000</u>

Grant Period: July 1, 1994 through June 30, 1996

Source of Funds: Environmental Enhancement and Mitigation Program of the California Resources Agency

Projects: King Street Tree Planting Project and Army Street Corridor Tree Planting Project

Description: The State of California established the Environmental Enhancement and Mitigation Program in 1989 to provide \$10 million in grant funds annually for a period of ten years for use by local, state and federal agencies and non-profit entities for projects that enhance and mitigate the environmental impacts of modified or new public transportation facilities. As such, the Department of Public Works (DPW) has made two applications to the State Environmental Enhancement and Mitigation Program for a total of \$410,000 in grant funds for two proposed DPW projects: the King Street Tree Planting Project and the Army Street Corridor Tree Planting Project.

According to Ms. Karen Gelman of DPW, the King Street Tree Planting Project would be part of DPW's larger Embarcadero Roadway Project that is currently under construction. The King Street Tree Planting Project would result in the planting of 323 Sycamore trees in the medians and sidewalks along King Street, from Third to Sixth Streets. The trees would help mitigate the carbon dioxide build-up associated with the reconstruction of the roadway and the extension of light rail along this thoroughfare.

Ms. Gelman reports that the Army Street Tree Planting Project would result in 1,000 street trees being planted in four residential neighborhoods adjacent to the Army Street Widening Project (between Bayshore Boulevard and Third

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Street), which is currently in the design phase. The trees would be owned and maintained by the neighborhood residents who would receive advice and assistance pertaining to long-term care of the trees from DPW and Friends of the Urban Forest (a local non-profit organization).

Budget:	King Street Tree Planting Project	\$200,000
	Army Street Corridor Tree Planting Project	<u>210,000</u>
	Total Budget (See Comment No. 1 below):	<u>\$410,000</u>

Required Match: None. However, according to Mr. Dan McKenna of DPW, this grant program gives preference to grant applications that include matching funds. As such, DPW's grant applications identified I-280 Interstate Transfer Funds from the Federal Highway Administration (FHWA) and local sales tax (administered by the San Francisco Transportation Authority) as sources of matching funds. According to Ms. Gelman, the FHWA has already approved a grant for DPW's Embarcadero Roadway Project (which under the terms of the FHWA grant, could include the King Street Tree Planting Project). In addition, Ms. Gelman reports that under Proposition B, passed by City voters in 1989, local sales tax revenue was earmarked for both DPW's Embarcadero Roadway Project and DPW's general tree planting activities (such as the Army Street Corridor Tree Planting Project).

Indirect Costs: None. Indirect costs are not allowed under this grant program.

Comments: 1. Ms. Gelman reports that DPW will finalize the project budgets, provide more budget details and request release of the matching funds once the State announces whether it will award the proposed grants. As such, the proposed resolution should be amended to delete the "accept and expend" clause on line 2 of page 1 and on line 3 of page 3 of the proposed resolution.

2. In addition, Ms. Gelman reports that DPW has already applied to the California Environmental Enhancement and Mitigation Program for the \$410,000 grant. As such, the proposed resolution should be amended to authorize DPW to apply retroactively for these grant funds and the word "retroactively" should be added after the words "apply for" on line 2 of page 1 and on line 3 on page 3 of the proposed resolution.

3. A copy of the Letter of Intent to File a Grant Application, prepared by DPW, is attached to this report.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

4. A Disability Access Checklist for this project is on file with the Clerk of the Board.

- Recommendations:**
1. Amend the proposed resolution to delete the "accept and expend" clause, as noted in Comment No. 1 above.
 2. Amend the proposed resolution to retroactively apply for these grant funds, as noted in Comment No. 2 above.
 3. Approve the proposed resolution, as amended.

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman (554-8235)

Project Title: Transportation Finance Specialist

Grant Source: State Environmental Enhancement & Mitigation Program

Proposed (New / Continuation) Grant Project Summary:

This grant program funds projects that either enhance and/or mitigate the environmental impacts of modified or new public transportation facilities. DPW has proposed two tree-planting projects which would have positive environmental impacts along a newly widened Army Street (between Bayshore Blvd. and 3rd Street) and a newly-reconstructed King Street (between 3rd and 6th Streets).

Amount of Grant Funding Applied for: \$410,000

Maximum Funding Amount Available: \$1,000,000

Required Matching Funds: \$195,810

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A

Letter of Intent to File Grant Application

Page 2

Term of Grant: Dec. '94 through Jan. '96

Date Department Notified of Available funds: November 1993

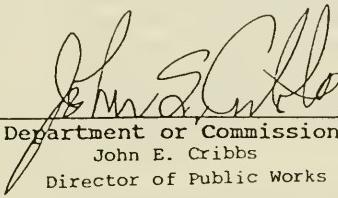
Application Due Date: April, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

AB 471 (Chapter 106 of the Statutes of 1989) was enacted by the Legislature of the State of California to provide \$10 million annually for a period of 10 years.

Assessment of Need for Grant Funding:

These tree-planting projects will help mitigate carbon dioxide build-up associated with vehicular traffic. The projects also are part of a larger effort to increase San Francisco's urban forest.


Department or Commission Approval
John E. Cribbs
Director of Public Works

Memo to Government Efficiency and Labor Committee
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Item 10 - File 152-94-1

Department: Sheriff
Adult Probation
Juvenile Probation

Item: Resolution authorizing the Sheriff's Department, Adult Probation Department and Juvenile Probation Department to apply for, accept and expend \$297,120 in funds from the State of California Board of Corrections for the Standards and Training of Local Corrections and Probation Officers Programs, stipulating adherence to standards for recruitment and training established by the Board of Corrections, and waiving any indirect costs.

Grant Amount:

Sheriff	\$197,760
Adult Probation	33,120
Juvenile Probation	66,240
Total Grant Amount:	<u>\$297,120</u>

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State of California Board of Corrections

Project: Standards and Training of Local Corrections and Probation Officers Programs for FY1994-95

Description: The proposed grant application by the Sheriff's Department, Adult Probation Department and the Juvenile Probation Department to the State Board of Corrections is a request for funding of State-certified training for the Sheriff's Department and Probation Officers. This will be the 14th year that San Francisco has participated in this State-wide training program, which is being carried out under SB 924.

The purpose of SB 924 is to improve and standardize the skills of employees in the Sheriff's Department, the Adult Probation Department and the Juvenile Probation Department, from entry-level personnel to department heads. SB 924 authorized the State Board of Corrections to establish minimum standards for the training of department personnel (including administrators and managerial staff) and to certify the training courses to be taken by personnel participating in this program.

The proposed program would train a total of 854 personnel during FY1994-95. Total training hours would be 45,956 and would range from 24 hours per year for update training of experienced personnel to 200 hours of training for new

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personnel. All training costs are paid for by the SB 924 subvention, including travel, per diem, tuition, trainers' fees, books and course supplies, and the cost of replacing staff while they are in training. (The County does not, however, receive either indirect costs or administrative costs for the program.)

Budget:

<u>Dept.</u>	<u>Staff</u>	<u>Hours</u>	<u>Tuition</u>	<u>Travel</u>	<u>Per Diem</u>	<u>Replacement (Overtime Pay)</u>	<u>Total</u>
Sheriff	556	32,678	\$42,615	\$4,975	\$13,600	\$136,570	\$197,760
Adult Probation	99	4,920	23,555	2,850	3,165	3,550	33,120
Juvenile Probation	<u>199</u>	<u>8,358</u>	<u>37,250</u>	<u>6,015</u>	<u>9,005</u>	<u>13,970</u>	<u>66,240</u>
Grand Total	854	45,956	\$103,420	\$13,840	\$25,770	\$154,090	\$297,120

Required Match: None.

Indirect Costs: Indirect and administrative costs are not allowed under this grant program.

Comments: 1. According to Sgt. Joanna Castillo of the Sheriff's Department, the Sheriff's Department, the Adult Probation Department and the Juvenile Probation Department will file the grant application for this program with the State Board of Corrections on April 15, 1994. As such, the proposed resolution should be amended to authorize the Sheriff's Department, the Adult Probation Department and the Juvenile Probation Department to apply retroactively for these grant funds and the word "retroactively" should be added after the words "apply for" on line 3 of page 1 and after the words "to submit" on line 17 of page 1 of the proposed resolution.

2. A copy of the Grant Application Information Form, prepared by the Sheriff's Department, the Adult Probation Department and the Juvenile Probation Department for each of their respective training programs, is attached to this report.

3. A Disability Access Checklist for each of these training programs is on file with the Clerk of the Board.

Recommendations: 1. Amend the proposed resolution to retroactively apply for these grant funds, as noted in Comment No. 1 above.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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2. Approve the proposed resolution, as amended.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Sheriff's Department

Contact Person: Sergeant J. Castillo Telephone: (415) 553-9600

Project Title: Standards & Training for Local Corrections

Grant Source: Officers Program - State of California Board of Corrections

Proposed (New / Continuation) Grant Project Summary:

An application to the State Board of Corrections for funding of state-certified training for local corrections officers. The training is to be carried out under the SB 924 subvention for the benefit of personnel in the Sheriff's Department. This will be the fourteenth year of participation in the statewide training subvention. The proposed program would train a total of 556 personnel during the 1994/95 fiscal year. Total training hours would be 32,678 and would range from 24 hours per year for update training of experienced personnel to 200 hours of training for new personnel. Training costs are paid by this subvention and no matching funds are required.

Amount of Grant Funding Applied for: \$ \$ 197,760.00

Maximum Funding Amount Available: \$ \$ 197,760.00

Required Matching Funds: N/A

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? No

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Adult Probation Department

Contact Person: Training Coordinator Gail Goldman Telephone: (415) 553-1433

Project Title: Standards & Training for Local Corrections

Grant Source: Officers Program - State of California Board of Corrections

Proposed (New / Continuation) Grant Project Summary:

An application to the State Board of Corrections for funding of state-certified training for local corrections officers. The training is to be carried out under the SB 924 subvention for the benefit of personnel in the Juvenile Probation Department. This will be the fourteenth year of participation in the statewide training subvention. The proposed program would train a total of 99 personnel during the 1994/95 fiscal year. Total training hours would be 4,920 and would range from 40 hours per year for update training of experienced personnel to 200 hours of training for new personnel. Training costs are paid by this subvention and no matching funds are required.

Amount of Grant Funding Applied for: \$ \$ 33,120.00

Maximum Funding Amount Available: \$ \$ 33,120.00

Required Matching Funds: N/A

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? No

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Juvenile Probation Department

Contact Person: Training Officer Carol Salicru Telephone: (415) 753-7676

Project Title: Standards & Training for Local Corrections

Grant Source: Officers Program - State of California Board of Corrections

Proposed (New / Continuation) Grant Project Summary:

An application to the State Board of Corrections for funding of state-certified training for local corrections officers. The training is to be carried out under the SB 924 subvention for the benefit of personnel in the Juvenile Probation Department. This will be the fourteenth year of participation in the statewide training subvention. The proposed program would train a total of 199 personnel during the 1994/95 fiscal year. Total training hours would be 8,358 and would range from 24 hours per year for update training of experienced personnel to 200 hours of training for new personnel. Training costs are paid by this subvention and no matching funds are required.

Amount of Grant Funding Applied for:	\$ <u>66,240.00</u>
Maximum Funding Amount Available:	\$ <u>66,240.00</u>
Required Matching Funds:	<u>N/A</u>
Number of Positions Created and Funded:	<u>-0-</u>
Amount to be Spent on Contractual Services:	<u>-0-</u>
Will Contractual Services be put out to Bid?	<u>No</u>

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Memo to Government Efficiency and Labor Committee
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Item 1p - File 94-92-6.2

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 5, 1994.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for a release of reserved funds for MUNI's Diesel Bus Rehabilitation Project.

Amount: \$647,800

Description: In September, 1992, the Board of Supervisors approved a resolution (File 94-92-6) for the PUC to apply for, accept and expend \$29,577,000 of State Transit Capital Improvement and local match funds to provide financing for nine MUNI projects. Of the \$29,577,000, \$16,605,050 was placed on reserve pending identification of the contractors, the MBE/WBE status of the contractors and the contact cost details. The proposed request would release \$647,800 of these reserved funds for MUNI's Diesel Bus Rehabilitation Project.

Comments: The PUC has requested that this item be continued until the next Government Efficiency and Labor Committee Meeting.

Recommendation: Continue the proposed request to the May 3, 1994 Government Efficiency and Labor Committee Meeting.

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Item 1q - File 94-91-8.7

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for release of reserved funds for the Station Agent Booth Improvement Project.

Amount: \$19,060

Source of Funds:	Federal Section 9 Capital Assistance	\$26,819,276
	Local Match	6,704,819
		\$33,524,095

Description: In January of 1992, the Board of Supervisors approved Resolution No. 3-92 (File 94-91-8) authorizing the PUC to apply for, accept, and expend Federal Section 9 Capital Assistance Funds in the amount of \$26,819,276, and \$6,704,819 in required State and or local match funds, for a total of \$33,524,095. The total of \$33,524,095 was placed on reserve for outside contracts, pending submission of detailed project budgets. Of the \$33,524,095, \$5,381,000 is specifically reserved for fixed-facility MUNI rehabilitation projects, including \$325,000 for the Station Agent Booth Improvement Project.

Station Agent Booths are located within the tunnel of the MUNI subway system and secure access to the track areas. Station Agent Booths are used by station agents to check transfers, provide information, etc. The purpose of this Station Agency Booth project is to improve security and ventilation systems in the 16 Station Agent Booths located in the MUNI Metro system between the West Portal and Embarcadero Stations.

The Budget Committee has previously approved \$41,000 out of the requested \$325,000 (File 94-91-8.1) for the Station Agent Booth Project to be used for the engineering and design phases of the project budget. The Committee continued to reserve \$284,000 (\$325,000 less \$41,000) pending submission of the construction contract, the contract cost details and the MBE/WBE status of the contractor. The Budget Committee subsequently released \$264,940 for construction costs as follows:

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Construction Contract	\$182,991
Contingency (15%)	27,449
Utilities Engineering Bureau	
In-house Personnel:	
Project Management	4,300
Engineering Services	13,500
Construction Engineering	36,700
Total Construction Costs	\$264,940

Comments:

1. The PUC received three bids for the construction contract on the Station Agents Booth Improvement Project on August 10, 1993. The PUC selected Cresci Electric Inc., a certified Women Business Enterprise firm, as the lowest bidder at \$182,991.
2. During the course of construction three change orders were approved which increased the total contract amount to \$197,253 as follows:

Original Contract Amount:	\$182,991
Modification No. 1	\$9,462
Modification No. 2	4,800
Modification No. 3	0
Subtotal	<u>14,262</u>
Final Contract Amount	\$197,253

These contract modifications provided for replacement of the existing ceilings and modifications to the stainless steel monitor shelves to accommodate the security camera switcher units (Modification No. 1), modifications to the dealer tray that accepts transfers from a stationary unit to a retractable dealer tray (Modification No. 2) and for time delays of 80 days during redesign (Modification No. 1 and No. 3). These change orders totaled \$14,262.

3. The Budget Committee continued to reserve the remaining amount of \$19,060 (\$284,000 less \$264,940). The PUC is now requesting the release of the remaining \$19,060. Mr. Jerry Levine, of the PUC, reports that the additional funds are needed for PUC's Utilities Engineering Bureau staff for additional design and inspection costs which were not previously anticipated, as follows:

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Estimated	Revised <u>Cost</u>	Increased <u>Estimate</u>	<u>Cost</u>
Project Management	\$4,300	\$6,829	\$2,529
Engineering Services	13,500	19,798	6,298
Construction			
Engineering	<u>36,700</u>	<u>46,933</u>	<u>10,233</u>
Totals	\$54,500	\$73,560	\$19,060

Recommendation: Release the reserve in the requested amount of \$19,060.

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Item 1r - File 146-93-58.1

Department: Department of Public Health (DPH)
Mental Health and Substance Abuse Services

Item: Hearing requesting the release of reserved funds in the amount of \$511,685 for the Haight Ashbury Free Clinics for contractual services.

Reserve Amount: \$511,685

Project: Federal "Target City" Grant Project

Description: The Board of Supervisors previously approved a resolution authorizing the Department of Public Health (DPH), Division of Mental Health and Substance Abuse Services to accept and expend a grant up to the amount of \$1,600,000 from the United States Department of Health and Human Services, Center for Substance Abuse Treatment, through the State of California, Department of Alcohol and Drug Programs. The Federal Target City Project involves the development of an effective and comprehensive substance abuse service program in order to enhance centralized substance abuse treatment and to provide placement services in San Francisco.

The previously approved grant included contractual services in the amount of \$1,529,680 for the provision of the foregoing services. However, the contract had not yet been awarded and this amount was reserved pending the award of the contract and a determination of the MBE/WBE status of the contractor. The Division of Mental Health and Substance Abuse Services has since selected a contractor, based on a Request for Proposals (RFP) for the provision of the following services:

- Identification of a site for the first centralized intake center;
- Hiring and training of new staff;
- Assessment of community needs;
- Expansion of outreach to the provider community;
- Performance of surveys and establishment of committees;
- Development of Memoranda of Understanding (MOUs);

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- Establishment of an Management Information System (MIS) for client intake, referral, tracking and evaluation; and
- Creation and refinement of evaluation instruments.

The Division of Mental Health and Substance Abuse Services selected Haight Ashbury Free Clinics, a non-profit San Francisco community-based organization to provide these contractual services for the amount of \$511,685.

The following budget is for the period from February 25, 1994 through June 30, 1994 (See Comment No. 1):

PERSONNEL:

	<u>FTEs</u>	<u>Amount</u>
Central Intake Unit (CIU):		
Operations Coordinator	0.19	\$8,297
Assessment Director/ Clinical Supervisor	0.27	15,894
Assessment Center Coordinator	0.10	5,808
Assessment Counselor	0.05	1,631
Assessment Counselor	0.04	1,631
Assessment Counselor	0.04	1,631
Administrative Assistant	0.27	6,970
Administrative Assistant	0.19	4,809
Physician	0.10	10,588
Nurse	0.10	7,119
Phlebotomist	0.04	1,667
Primary Health Liaison	0.04	1,161
HIV Counselor	0.09	2,190
Case Counselor	0.09	2,706
Rapid Response:		
Assessment Counselor	0.10	3,975
SFGH Assessment Center:		
Assessment Counselor	0.10	\$3,975
Criminal Justice Interface:		
Criminal Justice Coordinator	0.27	14,363
Criminal Justice Interface	0.19	8,297
Criminal Justice Interface	0.10	4,690
Court Liaison	0.10	2,990

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	<u>FTEs</u>	<u>Amount</u>
MIS:		
MIS Director	0.27	15,678
Training:		
Training Coordinator	<u>0.19</u>	<u>6,997</u>
Subtotal Personnel	2.97	\$134,698
TRAVEL:		
Central Intake Unit (CIU)		
Staff Travel (Training)	\$9,878	
Criminal Justice Staff Travel	<u>1,804</u>	
Subtotal Travel		\$11,682
EQUIPMENT:		
MIS Hardware		34,000
SOFTWARE:		
Subcontractor:		approx.
PSP Information Group ¹ (MIS Design, Software)	1,168 hrs. @ \$99 per hour	115,600
SUBCONTRACTORS		
University of California, San Francisco (Evaluation) ²		\$125,000
Marketing Consultant	10,000	
Planning Consultant	<u>30,000</u>	
Subtotal Contractual		<u>\$165,000</u>
Subtotal Direct Costs (Inc. Personnel)		\$460,980
INDIRECT COSTS (approx. 11% of Direct Costs)		<u>50,705</u>

¹ PSP Information Group is not an MBE or WBE firm.

² See attached budget.

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TOTAL COSTS **\$511,685**

Comments:

1. Since the Haight Ashbury Free Clinics started implementation of the Federal Target City project on February 25, 1994, the budget shown above provides funding for the period from February 25, 1994 through June 30, 1994. Thus, the proposed resolution to release reserved funds should be amended to provide for action previously taken.
2. The subcontractors that would provide marketing and planning consulting services have not yet been selected. Therefore, the amount of \$40,000 for such services should remain on reserve, pending the selection of the subcontractors, the submission of budget details, and the MBE/WBE status of the subcontractors. Thus, reserved funds of only \$471,685 (\$511,685 less \$40,000) should be released.

Recommendation:

1. Amend the proposed resolution to provide for action previously taken.
2. Amend the proposed resolution by continuing to reserve \$40,000 for marketing and planning consulting services, pending the selection of the subcontractors, the submission of budget details, and the MBE/WBE status of the subcontractors.
3. Given the fact that the expenditures for a portion of the subject requested funds are already being incurred, without first obtaining approval of the Board of Supervisors, we consider approval of the requested release of reserved funds in the amount of \$471,685 to be a policy matter for the Board of Supervisors.

University of California, San Francisco
 Institute for Health Policy Studies
 San Francisco Target Cities Project
 Evaluation Budget YEAR 01

PERSONNEL	EFFORT FTE	BASE	REQUESTED	FRINGE	TOTAL
Guydish	0.3	0.10	\$65,000	\$1,625	\$8,125
Woods	0.2	0.07	\$44,100	\$735	\$3,875
Avins	0.18	0.05	\$93,000	\$1,214	\$8,088
Bucardo	0.75	0.25	\$38,448	\$2,403	\$12,015
Price	0.75	0.25	\$32,390	\$2,024	\$10,122
Tajima	0.75	0.25	\$30,420	\$1,901	\$9,506
Razben	0.75	0.25	\$30,420	\$1,901	\$9,506
SUM PERS	1.22		\$47,214	\$11,804	\$59,018
EQUIPMENT					
1 Macintosh IIsi			\$2,000		
2 Macintosh Powerbook Duo			\$4,800		
1 IBM PC			\$2,300		\$9,100
SUPPLIES					
Furniture Recharge			\$4,200		
Telephone			\$3,100		
Postage & Duplication			\$2,630		
Office Supplies			\$2,450		
Computer Supplies			\$1,600		\$13,880
TRAVEL					
		\$800			\$800
Other					
Space Rental			\$9,200		
Subject Payments					
Computer Consultant			\$3,750		
Mainframe Time			\$3,600		\$10,550
TOTAL DIRECT COSTS					
UNIV. INDIRECT COSTS					\$99,348
					\$25,653
TOTAL					
					\$125,000

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Item 2 - File 225-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of March 15, 1994.

Item: Hearing to consider the status of the class action lawsuit filed by Stanislaus County and others against PG&E and to further consider appropriate action by the City and County of San Francisco.

Description: According to the City Attorney's Office, Stanislaus County and other parties have filed a class action lawsuit against Pacific Gas and Electric Co. (PG&E) regarding the rates that have been paid in California for natural gas that is supplied by PG&E. These rates are regulated by the California Public Utilities Commission (CPUC), which regularly reviews PG&E's rates to supply natural gas to its customers.

An Administrative Law Judge, who mediates the rate-setting process, determined that a rebate of approximately \$46 million should be awarded to PG&E ratepayers for the period 1988 through 1990. The CPUC has recently determined that rebates totaling \$115 million shall be awarded to PG&E customers for 1988 through 1990.

In addition, the CPUC is reviewing PG&E's rates for 1991 and 1992. The CPUC has not yet received a recommendation on either of those rate years as of the present time.

The class action lawsuit filed by Stanislaus County alleges that the rebate of approximately \$46 million established by the Administrative Law Judge for the period 1988-1990 does not reflect the full extent of overcharges to PG&E customers. The lawsuit further alleges that PG&E and its subsidiaries have engaged in anti-trust violations for which PG&E should be held liable for damages. PG&E has filed a motion in Federal Court to dismiss the Stanislaus lawsuit.

The City Attorney's Office has indicated that its representative, Mr. Tom Berliner, will be present at the April 19, 1994 meeting of the Government Efficiency and Labor Committee to review the details of the lawsuit and to answer questions concerning this matter.

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Item 3 - File 165-94-6

1. This item is a motion directing the Budget Analyst to conduct an audit of the approximately 6,000 positions whose base salaries exceed \$70,000 a year and are not covered by collective bargaining.

2. The motion provides that the Budget Analyst shall:

- determine the overall appropriateness of the salary for each of the positions;
- conduct a comparison between City held positions;
- conduct a comparison with other Bay Area jurisdictions and major California cities and counties.

3. A total of 5,911 City and County positions are not subject to collective bargaining at this time. Salaries are set for these positions, under Charter Section 8.407 (Salary Standardization) through a survey of prevailing rates of pay for 19 "benchmark" positions. The survey, conducted by the Department of Human Resources, includes Bay Area public sector jurisdictions, and private sector employers, where private sector occupations comparable to benchmark classifications exist.

4. The 5,911 positions are distributed across 642 Civil Service Classifications. The average salary for these positions is approximately \$61,000 annually and total compensation, including fringe benefits, approximates \$71,500 annually. As of the writing of this report, the Budget Analyst is awaiting a computer printout from the Department of Human Resources in order to determine how many of the 5,911 positions have base salaries in excess of \$70,000.

5. The Budget Analyst estimates that the requested audit would require approximately 2,000 hours of staff time which would cost \$132,860 at our current hourly rate of \$66.43. Due to the current backlog of Budget Analyst management audit and special assignments, it is likely that this project could not begin for approximately one year, unless this assignment is given a higher priority by the Board of Supervisors than other pending Budget Analyst assignments.

6. At the request of the sponsor of this legislation, the Budget Analyst will be meeting with a private compensation consulting firm to discuss the potential use of pro-bono services by that firm for this project. The use of pro-bono services could significantly alter the cost of performing this audit. Such pro-bono services could also enable the audit to begin at a much earlier date.

7. The existing management audit and special assignment workload of the Budget Analyst includes the following projects:

- a) A review of Tax Collection operations to begin not later than September, 1994;

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- b) A review of programs affecting the homeless, which has been assigned as a priority to commence in approximately August, 1994 after the FY 1994-95 budget review;
 - c) A management audit of the Department of Public Health's Paramedic Division; and
 - d) A management audit of the Department of Parking and Traffic, excluding the City-owned garages which has been recently audited by the Budget Analyst.
8. In addition to the assignments specified above, on April 13, 1994, the Board of Supervisors Budget Committee approved a motion directing the Budget Analyst to conduct a management audit of the Police Department. This motion will be considered by the full Board of Supervisors on April 18, 1994.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Items 4 and 5 - Files 172-94-3 and 97-94-4

Note: These items were continued at the April 5, 1994 Government Efficiency and Labor Committee meeting.

Department: Department of Public Health, San Francisco General Hospital (SFGH)

Items: File 172-94-3 - Ordinance authorizing the Director of Public Health to execute an affiliation agreement between the City and County of San Francisco and the Regents of the University of California for the provision of patient care services at San Francisco General Hospital.

File 97-94-4 - Ordinance amending Administrative Code by repealing Section 19.A.11, which authorizes the Health Commission and the Purchaser to enter into an agreement with the University of California for the provision of medical and laboratory services at San Francisco General Hospital for the period beginning July 1, 1959 and renewable on an annual basis thereafter. Again, this section of the Administrative Code will no longer be necessary should the proposed Affiliation Agreement be approved.

Overview: 1. The only written Affiliation Agreement between the City and County and the University of California was approved in 1959. A proposed Affiliation Agreement was submitted to the Board of Supervisors in 1987. The 1987 proposed agreement stipulated that Interns and Residents would be transferred from employment by the City and County of San Francisco to the employment by UC. The San Francisco Interns and Residents Association opposed the proposed Affiliation Agreement because of the employment transfer provision. The Board of Supervisors did not approve that proposed agreement.

2. The Affiliation Agreement should be distinguished from the *UC Contract*. The purpose of the Affiliation Agreement is to establish the agreements and understandings of the parties in terms of their relationship, respective responsibilities, rights, obligations and expectations. The UC Contract is an annual budget document which is re-negotiated each year as part of the budget process. The annual UC Contract establishes the amount that the City will reimburse the University for purchased services.

3. Despite the fact that this proposed Affiliation Agreement is not a budgetary document, it does set forth policies and define methodologies for future budgetary development and payment procedures.

4. Other key features of the proposed Affiliation Agreement involve the transfer of all San Francisco General Hospital Physician Specialists to the employment of the University of California. Currently, these Physician Specialists are all co-employed by the City and County of San Francisco and the University of California. This transfer of employment will affect approximately 182 individuals, who staff 66.5 full time equivalent Physician Specialist positions. These individuals would become employees solely of the University of California beginning October 1, 1994.
5. Although the proposed Affiliation Agreement is not a budgetary document or contract for purchased services, the Budget Analyst has included budgetary data and service descriptions as summarized in this report and detailed in Attachment 1 to this report.

Description: The following subsections of this report describe certain substantive issues addressed in the proposed Affiliation Agreement.

1. *Covered Services* to be provided under the proposed Affiliation Agreement which are defined in the agreement as services for which the City and County makes payment including (a) patient care services rendered to unsponsored patients treated at SFGH, (b) management services, (c) supervision of Housestaff (interns and residents employed at SFGH, and (d) other services agreed upon by University and SFGH. Covered services include not only those services for which the City and County makes payment, but also those services for which the University may render professional bills, irrespective of collection. Nothing in this Agreement requires that the City and County shall pay for the same service that is paid for by another payer.

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The table below provides a summary budget by hospital department for the 1993-94 UC Contract for services provided to SFGH.

SUMMARY 1993-94 BUDGET FOR UC CONTRACT

<u>Department</u>	<u>Total Full Time Equivalent Positions</u>	<u>Total 1993-94 Budget</u>
<u>Medicine</u>		
Administration- Medical Staff Office	6.00	\$ 364,004
AIDS Clinic	36.78	2,623,574
AIDS Evening Clinic	4.10	244,643
Anesthesia	19.60	2,449,400
Biomedical Engineering	12.35	799,212
Cardiology	14.30	1,347,613
Clinical Labs	164.08	12,011,522
Emergency Services	15.76	2,497,672
Pediatric Emergency	2.00	279,437
Family Community Medicine	2.83	296,366
Gastro-intestinal AIDS	6.66	484,847
Housestaff Benefits		1,030,320
Intensive Care Unit Stat Laboratory	6.10	468,114
Medical HIV Testing	4.00	236,522
Nuclear Medicine	16.05	1,998,934
Obstetrics/Gynecology	2.00	166,823
Pathology	16.50	1,151,098
Pharmacy	3.00	249,974
Pulmonary AIDS	2.50	189,864
Radiology	1.20	218,623
Rehabilitation Medicine	0.50	65,253
Respiratory Therapy	31.65	<u>2,041,005</u>
Total- Medicine	367.96	\$31,214,820
<u>Psychiatry</u>		
Psychiatric	36.70	\$3,395,658
Psych Infant Parent	2.80	<u>198,670</u>
Total-Psychiatry	39.50	\$3,594,328
<u>Other Expenditures</u>		
Physician Services to Medically Indigent		\$2,300,000
Renal Dialysis		406,000
MIA Obstetrics/Gynecology		<u>50,000</u>
Total Other Expenditures		\$2,756,000
Grand Total	407.46	\$37,565,148

The SFGH is currently addressing a projected 1993-94 revenue shortfall through a variety of expenditure reductions, revenue

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enhancements and one-time revenue from retroactive SB855 Disproportionate Share Payments. As part of this effort, the 1993-94 UC Contract is scheduled to reduce actual expenditures by approximately \$800,000 to \$1.0 million. This reduction is not expected to result in reduced UC Contract services as savings have been realized in actual expenditures.

Attachment 1 to this report provides a detailed breakdown of each UC budget unit, including expenditures by object, position detail and descriptions of services provided. As shown in the table on the previous page, the total 1993-94 UC contract budget is \$37,565,148.

2. Responsibilities of University

Under the proposed Affiliation Agreement, the University shall be responsible for: (a) provision of Covered Services; (b) supervision of Housestaff and University Personnel; (c) compliance with the terms of this Agreement; and (d) personnel responsibilities.

In general, the University shall provide a sufficient number of University Personnel and Housestaff (University interns and residents serving at San Francisco General) in order to render patient care which meets the clinical services negotiated and approved in the Contract Budget for any given fiscal year.

Housestaff and Medical Students

The University shall be solely responsible for selecting, supervising, and training of Housestaff (interns and residents), medical students, and any other University trainees rotating through the SFGH. The City and County shall pay the salaries and reimburse the University for the cost of fringe benefits of Housestaff for the portion of their residency when they are assigned to the SFGH. The number of Housestaff for which the City and County shall pay shall be negotiated annually and shall be determined no later than July 1 for the Contract Year which begins the following July 1.

3. Responsibilities Of City and County

The City and County, through the Director of Public Health, is responsible for the governance, administration, and operation of SFGH. This responsibility shall be exercised through the SFGH Executive Administrator as delegated by the Director; the Administrator may delegate to the University responsibility for aspects of SFGH operations, but he/she retains full authority for SFGH administration.

SFGH Budget The City and County shall develop, approve, and implement an annual budget for the SFGH, which shall include negotiation and approval of the annual Final UC Contract Budget.

4. Joint Responsibilities - UC and City and County Responsibilities

Revenue Maximization - The Parties (defined in the agreement as the City and County of San Francisco and the University) shall jointly be responsible for maximizing Third Party Reimbursement to the extent it is within each Party's control; each Party shall require personnel under its supervision to act cooperatively to enable the other to recover all available Third Party Reimbursement.

Property Leases - The proposed Affiliation Agreement submitted to the Board of Supervisors originally proposed that, within one year of the execution of this Agreement, it was to be the intent of the parties that all SFGH Campus space currently occupied by the University for research purposes would be consolidated into a single master lease agreement at no additional cost to either party. Presently, there are 14 Lease Agreements between the City and County and University covering 85,198 square feet of space on the SFGH Campus for research purposes. In addition, the University occupies or intends to occupy, 81,285 square feet of space on the SFGH Campus, for which it is not charged by the City and County and which is not currently subject to a lease between the City and County and University.

In response to the recommendation of the Budget Analyst in our report to the Government Efficiency and Labor Committee of March 16, 1994 that the proposed agreement be amended to clearly require that the lease negotiations be based on fair market rental values for that portion of space now leased by the University, the SFGH and UC have removed the provision of the proposed agreement that would require such negotiations for a master lease at no additional cost to either party.

Under the existing 14 lease agreements between UC and SFGH, current annual revenue of approximately \$231,000 is being paid by UC for the 85,198 square feet of space; a rental rate of approximately \$.226 per month per square foot (\$2.71 annually). Each of these leases have different expiration and rental adjustment dates. If the proposed 81,285 in research space is consolidated with the leased space at no additional rent to UC, the University would occupy a total of 166,483 square feet for the \$231,000 annual total rent payments, or approximately \$.116 per square foot per month (\$1.39 annually).

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The Department of Real Estate advises that the current fair market value of SFGH leased and UC research space is, on average, \$.55 per square foot per month (\$6.60 annually). Therefore, the total fair market value for the 166,483 square feet leased and or occupied by UC for research purposes is \$1,098,787 annually.

According to SFGH under the proposed Affiliation Agreement (and in actual practice now) the City and County will receive reimbursement for the fair market rental value of this occupied space through both cash and in-kind services. For the space leased under the 14 lease agreements, the City and County will receive cash in the amount of \$231,000 per year. In addition, the City and County will receive in-kind services in terms of malpractice coverage for University Physicians providing care to indigents and University administrative costs incurred on behalf of SFGH. The value of these in-kind services, or offsets to cash rental payments, is estimated by the parties to equal at least \$1.1 million annually (\$450,000 for malpractice coverage for indigent services and \$650,000 for University administrative services which would otherwise be incurred by the SFGH.

The table below compares the current fair market value of the UC-leased space and research space provided to UC at no charge, with the current rent payments and value of "offsets" described above.

Fair Market Value (@\$0.55 per sq.ft. per month) of Space Leased by UC and Space Provided at No Charge for Research Purposes	Current Revenue Received and Estimated Value of "Offsets" Provided in Proposed Agreement
14 Existing Leases for 85,198 Sq. ft.	\$562,307 \$231,000 Annual Rent Paid by UC for Leased Space
Research Space - 81,285 Sq. ft. provided at no charge to UC	<u>536,481</u> 450,000 Estimated Value of Malpractice Coverage 650,000 Estimated Value of UC Administrative Costs
Totals	\$1,098,788 \$1,331,000

Utilities The City and County agrees that the utility rates for the fourteen (14) leases shall be reduced from \$0.62 per square foot per month to \$0.4513 per square foot effective July 1, 1994 and each of said fourteen leases is amended to set forth the new rate for the base year July 1, 1994 through June 30, 1995. This reduced utility charge, based upon a reduction of pro rated charges for SFGH

power plant operations, will result in the approximate loss of \$175,000 annually in utility payments to SFGH.

Chief of Staff and Medical Staff Office.

Effective July 1, 1994, the University and the City and County of San Francisco shall provide half of the financial support for the Medical Staff Office. Each year during annual budget negotiations, the University and the City and County shall develop a mutually acceptable budget for the Medical Staff Office. This condition of the agreement was actually put into effect, for the first time, in the current 1993-94 Fiscal Year budget. The cost of this condition is currently \$364,004 annually. However, the inclusion of this budget item was negotiated and not mandated by the Affiliation Agreement.

5. Covered Services

Patient Care Services. - The University shall, subject to the Final Contract Budget, provide the quantity and types of medical services required to meet the medical needs of all SFGH patients, including those who may experience limited access to other providers due to financial, social, cultural, geographic, or medical reasons, or who have other special needs. The University shall provide the same quality of care to all patients, regardless of financial sponsorship or ability to pay.

Off-site Services - If the patient's attending physician determines that diagnostic and/or therapeutic services necessary for the delivery of appropriate medical care are not available at SFGH, the attending physician shall arrange for the necessary services to be delivered elsewhere to the extent possible. This condition does not obligate the City and County, the University, or a physician to obtain services not covered or provided under the tertiary care contract or by the patient's third-party payor. (The tertiary care contract is a separate agreement for provision of critical care services not available.)

Management Services - The University shall provide administration and management of all clinical departments through Chiefs of Service. The Chiefs of Service shall be responsible for managing their respective Departments in compliance with all relevant professional standards, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, and this Agreement.

6. Payment For Covered Services

University Services Budget - Beginning in 1994, the University shall prepare and submit each year a University Services Budget three weeks before the SFGH budget is due to the Health Commission. The University Services Budget shall include the anticipated cost of providing all Covered Services for the following Contract Year and the anticipated cost of providing any supplemental services requested by City and County.

Final Contract Budget - The Final Contract Budget for Covered Services shall be approved annually, based on the University Services Budget. The approval process will involve consideration of the UC Contract Budget as part of the SFGH budget request which must be approved by the Health Commission, the Mayor and the Board of Supervisors.

Nothing in this Agreement shall specify the level of the Final Contract Budget for any Contract Year; such level is to be determined through the annual budget negotiation process, and subject to the final approval of the budget by the City and County. If the Final Contract Budget is different from the University Services Budget, the Parties (City and County and the University) will negotiate in good faith to determine the nature, level, and scope of services that will be provided within the Final Contract Budget.

Departmental Reviews. During the first two years of this Agreement, the SFGH Departments shall be reviewed by the University and the SFGH for the purpose of determining the nature, scope, and level of services provided to patients served in those Departments. In addition, the University and the SFGH shall determine the appropriate level of payment and the payment methodology for such services. Once the University and the City and County determine the appropriate level of payment and payment methodology for all Departments, the University shall prepare the University Services Budget in accordance with that payment method.

The Departmental reviews are to permit review and analysis of payment methodologies in order to adapt the provision of University and SFGH services to health care reform and new methods of health care financing. In the future, the payments to UC may be based on actual units of service provided, rather than reimbursement of actual UC costs or, alternatively, based on capitated rates for defined patient populations. Either alternatives would be more consistent with the State of California's strategic plan for implementation of a system of managed care or expected Federal health care reform initiatives.

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The proposed agreement stipulates that the changes in payment methodology will be enacted without further amendment to the Affiliation Agreement, but instead will be decided and implemented by the "President of the University or his/her designee and the Director of (Public) Health or his/her designee."

In response to the recommendation of the Budget Analyst in our report to the Government Efficiency and Labor Committee of March 16, 1994, the SFGH has agreed to submit the revised billing methods for approval by the Health Commission, the Mayor and the Board of Supervisors during the annual budget process.

The proposed agreement also provides that SFGH can put any of the services provided by UC out to bid as a means of seeking a lower cost provider or of substantiating the competitiveness of the University's costs. In such an event, SFGH must give UC a "right of first refusal", or an opportunity to match the lowest bidder.

Interim Payments. Until a Department is reviewed and the payment methodology agreed to by both Parties, payment shall be made in accordance with existing practices which reimburses UC for salaries and benefits of University employees, reimbursement for fringe benefits of Housestaff (interns and residents) and budgeted expenditures for materials and supplies and equipment.

Changes During a Budget Year - Subject to the budget and fiscal provisions of the City and County's Charter, the parties may agree at any time during a budget year that additional services may be necessary in order that SFGH may continue to provide adequate patient services hereunder. In addition, the parties agree that during the budget year, the scope of certain services historically provided may be reduced so that SFGH may continue to provide a range of services adequate to meet patient care needs. Should such a determination be made, City and County shall negotiate with the University in good faith for provision of such services in accordance with other provisions within this Agreement.

Budget Reductions - In the event of a reduction in the SFGH budget below the level of funding necessary to continue the services at the same scope, nature, and level as the 1993-94 budget year during any fiscal year thereafter, the Administrator shall determine which services shall be reduced, in consultation with the Director of Health, the Associate Dean, and the medical staff, so long as this determination is consistent with the Final Contract Budget. Budget reductions will be made in either the SFGH or University budget depending upon who provides those particular services. Such reductions will be subject to the approval of the Health Commission, the Mayor and the Board of Supervisors through the annual budget process.

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Use of University Research Funds and Professional Fee Revenues -

Under the proposed Affiliation Agreement, as is the case now, UC physicians charge professional fees for inpatient physician services, separate from the SFGH billings for patient services. Current estimated professional fees received by UC amount to approximately \$12 million annually including payments, in 1993-94, of up to \$2.3 million annually by the City and County for professional services provided to medically indigent patients.

The proposed Affiliation Agreement provides that there shall be no restrictions on the University's use of professional fee revenues and research funds, *except that* all such revenues must be allocated in support of activities provided on the SFGH Campus or in support of the Schools of Medicine and Dentistry.

This condition provides assurance that UC professional fee revenues and research funds will benefit activities at SFGH. The SFGH states that audits will be conducted in order to monitor the use of such funds to assure compliance with this provision of the proposed agreement. According to the Associate Dean of the University of California, this practice has been in place since professional fees were first collected by UC for physician services. Such items as medical and office equipment, licensing and continuing education costs, support staff and non-physician health care providers have been paid for by UC over and above contract related expenditures. However, approximately \$1.0 million of the professional fees are used to supplement salaries of non-contract physician specialists in order that their salaries will conform to the University's physician salary scale.

7. Revenue and Billing

Inpatient - The City and County shall interview and screen every patient for financial responsibility. SFGH eligibility staff shall pursue payment sources both at the point of admission/registration and after discharge. The City and County shall bill and collect facilities charges in compliance with hospital eligibility guidelines.

Outpatient - The City and County shall bill and collect joint professional/facility fee charges for care rendered in the outpatient clinics, unless the Administrator and Associate Dean mutually agree that the University shall bill the professional component for particular outpatient services. This condition is intended to insure that the SFGH will experience no revenue loss as a result of the transfer of City and County employed Physician Specialists to the sole employment of the University of California.

8. Physician Transfer

As previously noted, the proposed Affiliation Agreement would require the transfer of all San Francisco General Hospital Physician Specialists to the employment of the University of California. Currently, these Physician Specialists are all co-employed by the City and County of San Francisco and the University of California. This transfer of employment will affect approximately 182 individuals, who staff 66.5 full time equivalent Physician Specialist positions. These individuals would become employees solely of the University of California beginning October 1, 1994.

Under the proposed terms of the transfer, the SFGH would reimburse the University for the cost of the salaries and fringe benefits of the 66.5 full time equivalent Physician Specialists, an amount of approximately \$7.3 million in the current 1993-94 SFGH budget.

The advantage of the proposed Physician transfer, according to SFGH, is that all Physicians working at SFGH will be employed under the UC contract instead of the current condition of many such Physicians being co-employed by UC and SFGH. This will result in administrative efficiencies since a dual personnel system for Physicians will not have to be operated for Physician Specialists. The Budget Analyst concurs with the potential administrative efficiencies, and will review the SFGH 1994-95 budget for operational savings if the Affiliation Agreement and Physician Transfer are approved.

9. Termination

Under the proposed Affiliation Agreement, termination by either party without cause requires notification and will be effective 24 months after June 30 of the then-current Contract Year.

For termination for cause, the Party which did not cause that event may terminate this Agreement by giving written notice stating the intention of the Party to terminate, said termination to be effective 12 months after June 30 of the then current Contract Year.

Termination for Non-Appropriation This Agreement is subject to the budget and fiscal provisions of the City and County's Charter which provides that an agreement can be terminated for non-appropriation of funds.

In the language of the proposed Affiliation Agreement, it is the University's opinion that the City and County is mandated by State law to provide or to contract for the provision of health care services for its indigent poor and that the State-imposed obligation overrides

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any limitations contained in the fiscal provisions of the Charter. The University's opinion is that the laws of the State of California, do not limit the capacity of the City and County to contract as set forth in this Agreement. The City and County's opinion is that provisions of the California Constitution, and of the Charter subject this Agreement to annual appropriations which prevent the City and County from making financial commitments for a term longer than one year except to the extent that funds are appropriated for the purpose, thereby calling into doubt the ability of the City to make any payments for services for which monies have not yet been appropriated.

The proposed agreement further states that:

The Parties agree that charges will accrue under this Agreement only after prior written authorization certified by the Controller of the City and County and that amounts of obligations of the City and County hereunder shall not at any time exceed the amounts certified for the purpose of this Agreement and for the term stated in this Agreement. To the extent permitted by law, the obligations of the Controller hereunder shall be deemed ministerial and compellable by mandate.

The proposed agreement provides that the SFGH must give UC one year's notice for reductions to the number of Housestaff and certain faculty. The University must make educational and faculty commitments to such individuals. This in effect commits the City and County to expenditures of approximately \$9.0 million annually at present staffing levels, prior to appropriation of funds.

The SFGH has submitted the following rebuttal to the comments and recommendations of the Budget Analyst (see below) on the matter of termination for non-appropriation of funds.

"The annual appropriation provision was the last item agreed upon and is a deal breaker for the University. SFGH is convinced that the University will not enter into an affiliation agreement with the City without memorializing their argument as to why this provision of the Charter does not apply to this agreement.

This matter is critical to the University due to their investment at SFGH, their employment commitments to University faculty and other health care professionals employed at SFGH, and their concern for the disruption that a dis-affiliation would cause mid-way through the physicians' internships and residency programs.

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The City Attorney's Office was deeply involved in these negotiations and is willing to sign off on this language. The City Attorney's Office has indicated that it does not believe that the University would prevail on this argument should the City ever fail to appropriate funds and this matter was litigated."

The City Attorney has provided a confidential written opinion to the Board of Supervisors on this matter. The City Attorney has advised that the City's right to terminate for non-appropriation of funds is assured by the Charter and the California Constitution. However, the City Attorney has also advised that the failure to include the City's standard non-appropriation clause could result in litigation with the University in the event the City fails to appropriate funds in an amount that the University believes is required under the agreement.

Comments:

1. As previously noted, reductions to the utility charges for University leased space would result in reduced SFGH revenue of approximately \$175,000 annually. Also, proposed requirements for the City and County to pay 50% of UC's medical staff office costs would mandate expenditures of \$364,000 when such expenditures formerly were negotiated during the budget process.
2. Provisions of the proposed Affiliation Agreement that seemingly would limit the City and County's ability to terminate the UC contract for non-appropriation of funds are, in the opinion of the Budget Analyst, contrary to the Charter and would make the UC contract unique among all contracts and leases in the City budget. The Budget Analyst questions whether the proposed Affiliation Agreement should be approved without the standard clause to permit termination for non-appropriation of funds. As previously noted, the potential cost of this commitment is a minimum of \$9.0 million for Housestaff salaries and some UC faculty. However, the financial risk would be greater because the employment of Housestaff would require supervision by UC faculty. According to the proposed agreement, the City and County must provide UC with a minimum of 12 months (one full fiscal year) notice before reducing or eliminating such services. The current 1993-94 UC contract budget is approximately \$37.6 million.
3. As previously noted, in response to the recommendation of the Budget Analyst in our report to the Government Efficiency and Labor Committee of March 16, 1994 that the proposed agreement be amended to clearly require that the lease negotiations be based on fair market rental values for that portion of space now leased by the University, the SFGH and UC have removed the provision of the proposed agreement that would require such negotiations for a master lease at no additional cost to either party.

3. Also as previously noted, the Budget Analyst's report on this item, dated March 16, 1994, had recommended that the proposed agreement not be approved unless future changes in contract payment methodologies are made subject to the approval of the Health Commission, the Mayor and the Board of Supervisors. This recommendation was made because such changes in payment methods could affect either service delivery policies and practices or have an impact on City finances.

In response to the recommendation previously made by the Budget Analyst, SFGH has since agreed to submit its proposed changes in payment methods to the Health Commission, the Mayor and the Board of Supervisors during the annual budget process for approval.

4. The Government Efficiency and Labor Committee has questioned whether the City and County should benefit from any medical patents received by UC due to research conducted at SFGH. In response to this question, SFGH has the following statement:

"It has long been held that the mission of SFGH pertains only to patient care and does not include research. Whereas SFGH has been willing to foster a research environment for the University to the extent that it complements patient care activities, it has only been willing to do this at no cost to the City. In fact, one of the basic tenants of the Affiliation Agreement is that the City will not incur costs on behalf of research.

For the research laboratories operated at SFGH, the City is merely a landlord. We provide the premises and collect rental payments. We do not get involved with or fund the research, nor has there been any interest or available funds for these activities. Accordingly, SFGH has no grounds on which to negotiate a right to potential University profits collected from patents."

5. With regard to the transfer of Physician Specialist employment from SFGH to UC, the Government Efficiency and Labor Committee questioned, at the April 5, 1994 meeting, what impact the transfer will have on future Physician salaries and the UC contract costs to the City.

According to the proposed agreement, the 1994-95 contract budget for Physician Specialist services will be based on the 1993-94 cost of Physician Specialists under City employment. However, in future years, the budget will be adjusted to reflect "Salary and wage

increases for merits, cost of living adjustments, consistent with University-wide standards and practices."

Therefore, the City could incur increased costs if future UC salaries grow at a rate greater than City salaries. Alternatively, if City salaries increase more than UC salaries, the City could realize a savings. This potential cost or savings, if any, cannot be estimated at this time. Also, the SFGH intends to negotiate new payment methods to replace the current cost-reimbursement method for UC services. Such new payment methods may therefore mitigate any potential cost of Physician salaries under UC employment instead of City employment.

Recommendation: 1. In accordance with Comment Number 2 above, and Point 9 (Termination) under Description, the Budget Analyst recommends that the proposed agreement not be approved unless the agreement is amended to unequivocally permit termination for non-appropriation of funds pursuant to the City Charter.

As noted, provisions of the proposed Affiliation Agreement, and language concerning the legal position of UC, limit the City and County's ability to terminate the UC contract for non-appropriation of funds are contrary to the City's Charter and would make the UC contract unique among all contracts and leases in the City's budget. The Budget Analyst questions whether the proposed Affiliation Agreement should be approved without the standard clause to permit termination for non-appropriation of funds. As previously noted, the potential cost of this commitment is a minimum of \$9.0 million for Housestaff salaries and some UC faculty. However, the financial risk would be greater because the employment of Housestaff would require supervision by UC faculty. According to the proposed agreement, the City and County must provide UC with a minimum of 12 months (one full fiscal year) notice before reducing or eliminating such services. The current 1993-94 UC contract budget is approximately \$37.6 million.

2. Approval of certain fiscal impact provisions of the proposed Affiliation Agreement (a \$175,000 annual reduction in utility charges for leased space and a mandated sharing of UC medical staff office costs amounting to \$368,000 annually in the current UC contract budget) are policy matters for the Board of Supervisors.

<u>Department:</u>	Administration Office - Medical Staff Office		
No. FTE:	Academic	0.50	
	Non-Academic	<u>5.50</u>	
			6.00
<u>Expenditures:</u>	Academic Salaries	\$43,749	
	Non-Academic Salaries	184,444	
	Fringe Benefits	49,849	[UC administration and Chief of Medical Services; support staff. Performs mandated regulatory and accreditation functions for the medical staff of the Hospital.]
	Supplies	33,462	
	Other	<u>52,500</u>	
	Total		\$364,004

Positions:

0.50 Physician
1.00 Medical Staff Director
0.50 Secretary III
2.00 Credential's Assistants
<u>2.00 Patient Analysis</u>
6.00 Total

AIDS Clinic

No. FTE:	Academic	8.78	
	Non-Academic	<u>28.00</u>	
			36.78
<u>Expenditures:</u>	Academic Salaries	\$808,443	
	Non-Academic Salaries	1,312,302	
	Fringe Benefits	389,996	
	Supplies	<u>112,833</u>	
	Total		\$2,623,574

Positions:

8.78 Physicians	2.10 Nurse Practitioner
5.13 Administrative Assistants	0.40 Pharmacist
0.35 Adm. Analyst	0.65 Pharmacist Assistant
2.75 Hospital Assistant	0.77 Physician Assistant
2.00 Hospital Technician	5.00 Principal Clerk
<u>0.75 Management Service Officer</u>	1.50 Secretary II
5.70 Nurse	<u>0.90 Social Worker</u>
	36.78

AIDS Evening Clinic

No. FTE:	Academic	0.60	
	Non-Academic	<u>3.50</u>	
			4.10
<u>Expenditures:</u>	Academic Salaries	\$41,013	
	Non-Academic Salaries	145,480	
	Fringe Benefits	34,478	
	Supplies	<u>23,672</u>	
	Total		\$244,643

Positions:

0.60 Physician
1.10 Hospital Assist.
0.65 Nurse - Clinical
0.65 Nurse Practitioner
0.40 Physician As needed
<u>0.70 Social Worker</u>
4.10

<u>Department</u>		<u>Anesthesia</u>
<u>FTE:</u>	Academic	12.40
	Non-Academic	<u>7.20</u>
		19.60
<u>Expenditures:</u>	Academic Salaries	\$1,856,987
	Non-Academic Salaries	282,167
	Fringe Benefits	274,865
	Supplies	<u>35,381</u>
	Total	\$2,449,400
		Around the clock coverage for Trauma and Obstetrics as well as for scheduled surgery. Anesthesia performs 3,000 cases annually on both in and out patients.
<u>Positions:</u>	12.40 Physician	
	1.00 Adm. Assistant	
	1.00 Management Service Officer	
	<u>5.20</u> Hospital Technicians	
	19.60	
<u>Biomedical Engineering</u>		
<u>FTE:</u>	Academic	0
	Non-Academic	<u>12.35</u>
		12.35
<u>Expenditures:</u>	Academic Salaries	\$628,859
	Non-Academic Salaries	128,122
	Fringe Benefits	<u>42,231</u>
	Supplies	
	Total	\$799,212
		Provides technical support to the SFGH and clinics; Laguna Honda Hospital and other DPH entities. Services include equipment repair, routine maintenance, equipment inspection and calibration, and inservice training for medical and nursing staff.
<u>Positions:</u>	1.00 Adm. Assistant	
	0.35 Adm. Analyst	
	9.00 Elect. Techn.	
	<u>2.00</u> Sr. Elec. Techns.	
	12.35	
<u>Cardiology</u>		
<u>FTE:</u>	Academic	2.55
	Non-Academic	<u>11.75</u>
		14.30
<u>Expenditures:</u>	Academic Salaries	\$381,549
	Non-Academic Salaries	496,259
	Fringe Benefits	163,884
	Supplies	<u>305,921</u>
	Total	\$1,347,613
		Invasive and non-invasive evaluation of the cardiovascular system; including echocardiography, holter monitoring, EDGs stress testing, CPKs, cardiac catheterization, pacemaker insertion, blood gases, electro physiology studies, attending coverage for the cardiac care unit and outpatient clinics.
<u>Positions:</u>	2.55 Physician	
	1.00 Adm. Analyst-Business Manager	
	2.75 Adm. Assistant	
	6.00 Hospital Techs.	
	1.00 Secretary II	
	<u>1.00</u> Specialist-Cardiology	
	14.30	

1993-94 UC Contract BudgetAttachment 1
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<u>Department</u>	<u>Clinical Labs</u>	
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No. FTE:	Academic	4.76	
	Non-Academic	<u>159.32</u>	
			164.08
<u>Expenditures:</u>	Academic Salaries	\$868,499	
	Non-Academic Salaries	7,213,985	
	Fringe Benefits	1,271,532	
	Supplies	<u>2,657,506</u>	
	Total		\$12,011,522

Diagnostic testing and blood transfusion services; provided to ICUs and Trauma services on a 24 hour basis. Provides services to Laguna Honda Hospital, district health centers, satellite clinics and City jails.

<u>Positions:</u>	4.76 Physician
	0.50 Adm. Analyst
	7.00 Adm. Assistant
	2.00 Storekeeper
	3.00 Program Analyst
	1.00 Management Service Officer
	90.09 Clin Lab Techs
	55.73 Hosp. Asst.
	164.08

<u>Emergency Services</u>	
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No. FTE:	Academic	12.76	
	Non-Academic	<u>3.00</u>	
			15.76
<u>Expenditures:</u>	Academic Salaries	\$2,082,725	
	Non-Academic Salaries	75,127	
	Fringe Benefits	275,164	
	Supplies	54,656	
	Other	<u>10,000</u>	
	Total		\$2,497,672

Some physician coverage in the Emergency Department and base hospital services; manager of ????

<u>Positions:</u>	12.76 Physician
	0.75 Sr. Clerk
	1.50 Adm. Assistant
	0.75 Management Service Office
	15.76

<u>Pediatric Emergency</u>	
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No. FTE:	Academic	2.00	
	Non-Academic		
<u>Expenditures:</u>	Academic Salaries	\$248,352	
	Fringe Benefits	<u>31,085</u>	
	Total		\$279,437

Acute and emergency care for children in the Emergency Department and in the Children's Health Center.

<u>Positions:</u>	2.00 Physicians
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<u>Family Community Medicine</u>	
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No. FTE:	Academic	2.83	
	Non-Academic		
<u>Expenditures:</u>	Academic Salaries	\$254,897	
	Fringe Benefits	<u>41,469</u>	
	Total		\$296,366

Part of the attending physician coverage for outpatient services provided in the Family Health Center and Refugee Medical Clinic.

<u>Positions:</u>	2.83 Physicians
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Board of Supervisors
Budget Analyst

<u>Gastro-intestinal AIDS</u>	
No. FTE:	Academic 0.68
	Non-Academic 5.98
	6.66
Expenditures:	
	Academic Salaries \$86,556
	Non-Academic Salaries 173,250
	Fringe Benefits 62,255
	Equipment 162,786
	Total \$484,847

<u>Positions:</u>	0.68 Physician
	1.00 Dietitian
	2.00 Nurse-Clinical
	1.00 Hospital-Tech
	1.00 Licensed Vocational Nurse
	0.50 Medical Assistant
	0.38 Adm. Assistant
	<u>0.10 Management Service Office</u>
	6.66

<u>Housestaff Benefits</u>		
No. FTE:	Fringe Benefits \$1,030,320	
	Total \$1,030,320	

Expenditures:

		City's reimbursement to the University for Housestaff (Interns and Residents) while they are at SFGH.
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<u>ICU Stat</u>		
No. FTE:	Academic 0.10	
	Non-Academic 6.00	
		6.10
Expenditures:		
	Academic Salaries \$25,703	
	Non-Academic Salaries 378,130	
	Fringe Benefits 59,660	
	Supplies 4,621	
	Total \$468,114	

<u>Positions:</u>	0.10 Physician
	6.00 Clin. Lab Tech.
	6.10

<u>Medical HIV Testing</u>		
No. FTE:	Academic 4.00	
	Non-Academic	
Expenditures:		
	Academic Salaries \$175,596	
	Non-Academic Salaries 41,239	
	Fringe Benefits 19,687	
	Supplies \$236,522	
	Total	

Positions:

	1.00 Programmer/Analyst
	1.00 Nurse, Clinical
	1.00 Nurse Practitioner
	<u>1.00 Hosp. Assistant</u>
	4.00

HIV testing and infection control services (surveillance, utilization review, quality assurance, prevention and training for HIV and other infectious diseases. HIV prevention education and training.

<u>Positions:</u>	1.00 Programmer/Analyst
	1.00 Nurse, Clinical
	1.00 Nurse Practitioner
	<u>1.00 Hosp. Assistant</u>
	4.00

<u>Department</u>	<u>Nuclear Medicine</u>			
No. FTE:	Academic	2.60		
	Non-Academic	<u>13.45</u>		
			16.05	
<u>Expenditures:</u>	Academic Salaries	\$512,816		
	Non-Academic Salaries	685,977		
	Fringe Benefits	197,931		
	Supplies	<u>602,210</u>		
	Total		\$1,998,934	
			Provides diagnostic and therapeutic services which analyze patient samples for minute amounts of hormones, drugs and vitamins. Includes bone scans, thyroid images, renal function, lung perfusion and heart procedures.	
<u>Positions:</u>		2.60 Physician		
		1.00 Adm. Assist.		
		2.00 Clin Lab Tech		
		2.45 Hospital Assistant		
		7.00 Nuclear Med Tech		
		<u>1.00</u> Staff Tech.		
			16.05	

<u>Obstetrics/Gynecology</u>				
No. FTE:	Academic			
	Non-Academic	<u>2.00</u>		
			2.00	
<u>Expenditures:</u>	Non-Academic Salaries	\$141,386		
	Fringe Benefits	15,137		
	Other	<u>10,300</u>		
	Total		\$166,823	
			Provides services including family planning and is the referral site for all high risk pregnancies for the district health centers, jail and community based clinics. Contract provides midwife services.	

Positions: 2.00 Nurse Midwife

<u>Pathology</u>				
No. FTE:	Academic	2.50		
	Non-Academic	<u>14.00</u>		
			16.50	
<u>Expenditures:</u>	Academic Salaries	\$318,615		
	Non-Academic Salaries	595,393		
	Fringe Benefits	164,927		
	Supplies	<u>72,163</u>		
	Total		\$1,151,098	
			Surgical pathology, autopsies, electron microscopy, immunohistochemistry and cytopathology.	

Positions:

2.50 Physician
1.00 Prin. Clerk
3.00 Medical Transcribers
1.00 MSO
2.00 Cytotechnologist
5.00 Hosp. Lab. Tech.
<u>2.00</u> Hosp. Assist.
16.50

		<u>Pharmacy</u>	
o. FTE:	Academic		
	Non-Academic	3.00	
xpenditures:			3.00
	Academic Salaries	\$200,825	
	Non-Academic Salaries	46,673	
	Fringe Benefits	<u>2,476</u>	
	Supplies		
	Total		\$249,974

positions:
 2.00 Assoc. Chief, Pharm.
 1.00 Adm. Assistant
 3.00

<u>Pulmonary AIDS</u>			
o. FTE:	Academic	0.75	
	Non-Academic	<u>1.75</u>	
xpenditures:			2.50
	Academic Salaries	\$88,011	
	Non-Academic Salaries	84,611	
	Fringe Benefits	<u>17,242</u>	
	Total		\$189,864

positions:
 0.75 Physician
 0.20 Adm. Analyst
 1.55 Hosp. Tech.
 2.50

<u>Radiology</u>			
o. FTE:	Academic	1.20	
	Non-Academic		
xpenditures:			1.20
	Academic Salaries	\$198,310	
	Fringe Benefits	<u>20,313</u>	
	Total		\$218,623

positions:
 1.20 Physician

<u>Rehab Medicine</u>			
o. FTE:	Academic	0.50	
	Non-Academic		
xpenditures:			0.50
	Academic Salaries	\$57,305	
	Non-Academic Salaries		
	Fringe Benefits	<u>7,948</u>	
	Total		\$65,253

positions:
 0.50 Physician

UC provides some of the staff for administration of the Pharmacy, including associate directors. UC physicians and housestaff also assist in the Pharmacy and Poison Control Center.

<u>Department:</u>	Respiratory Therapy		
<u>No. FTE:</u>	Academic	0.15	
	Non-Academic	<u>31.50</u>	
		31.65	
<u>Expenditures:</u>	Academic Salaries	\$32,798	
	Non-Academic Salaries	1,677,294	
	Fringe Benefits	328,105	
	Supplies	<u>2,808</u>	
	Total	\$2,041,005	

Positions:

0.15 Physician
1.00 Respiratory Therapy Director
28.50 Registered Respiratory Therapists
2.00 Respiratory Asst. Tech.
31.65

Total - All Medical Units			
<u>No. FTE:</u>	Academic	55.66	
	Non-Academic	<u>312.30</u>	
		367.96	
<u>Expenditures:</u>	Academic Salaries	\$7,906,328	
	Non-Academic Salaries	14,451,085	
	Fringe Benefits	4,652,194	
	Supplies	3,969,627	
	Equipment	162,786	
	Other	<u>72,800</u>	
	Total	\$31,214,820	

Psychiatry			
<u>No. FTE:</u>	Academic	16.00	
	Non-Academic	<u>23.50</u>	
		39.50	
<u>Expenditures:</u>	Academic Salaries	\$1,386,177	
	Non-Academic Salaries	1,104,430	
	Fringe Benefits	493,050	
	Supplies	103,334	
	Equipment		
	Other	<u>507,337</u>	
	Total	\$3,594,328	

Psychiatry: Part of the Department of Psychiatry is contracted to the University. These personnel work in conjunction with Physician Specialists and other City-funded to deliver a variety of inpatient and specialized outpatient service. Services include five inpatient units for specific target populations, the Psychiatric Emergency Service (PES) which is a 24-hour crisis intervention and evaluation service, consultation to all medical services at SFGH, the infant-parent program for infants at risk for serious emotional disorders and their families, a depression clinic funded by grants, the Citywide case management team, AIDS Health Project, and the Substance Abuse Service for methadone maintenance and detoxification.

Positions:

Psychiatry	13.00 Physician/Psychologist	Psychiatry	1.00 Physician
	2.00 Physicians-As needed	Infant Parent	1.80 Staff Tech.
	0.75 Director		2.80
	5.60 Adm. Asst.	#REF!	Total Positions
	1.00 Secretary II		
	1.00 Adm. Analyst		
	0.50 Programmer Analyst		
	1.00 Public Adm. Analyst		
	1.00 Nurse Adm.		
	1.00 Nurse Pract.		
	<u>9.85 Social Workers</u>		

Board of Supervisors
Budget Analyst

Other Purchased Services

MIA Professional Fee	\$2,300,000	Pays for UC Physician services to medically indigent adults. Paid on a fee-for-service basis.
Renal Dialysis	406,000	Acute inpatient kidney dialysis services performed by UCSF staff at SFGH
Obstetrics/Gynecology	50,000	Pays for professional fees for a package of OB/Gyn services for women that don't qualify for Medi-Cal but can't afford to pay for full costs. The package is billed out on a sliding fee scale. Patients pay SFGH directly. UC receives 15% of net collection to cover physician component
RECAP		
Medical Units		
Academic FTE	55.66	
Non-Academic FTE	<u>312.3</u>	
Total FTE	367.96	
Total Expenditures		\$31,214,820
Psychiatry		
Academic FTE	16.00	
Non-Academic FTE	<u>23.50</u>	
Total FTE	39.50	
Total Expenditures		3,594,328
Other Services		
MIA Professional Fee	2,300,000	
Renal Dialysis	406,000	
Obstetrics/Gynecology	<u>50.000</u>	
Total - 1993-94 UC Contract		\$37,565,148
Academic FTE	71.66	
Non-Academic FTE	<u>335.80</u>	
Total FTE	407.46	

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 6 - File 47-93-9

Note: This item was continued from April 5, 1994 Government Efficiency and Labor Committee Meeting.

Departments: **Parking and Traffic**
 Real Estate

Item: Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.

Description: The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage.

The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors.

The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets.

To be qualified to bid on the proposed management agreement, a potential bidder must 1) be a certified economically disadvantaged business (or a joint venture of two such businesses), as determined by the City's Human Rights Commission, 2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission had initially set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. However, Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Parking and Traffic Commission held a public hearing on this matter on January 4, 1994. The Human Rights Commission, Contract Review Committee reviewed the public testimony and determined, in consultation with the City Attorney's Office, that there was not enough evidence to set aside the Performing Arts Garage contract for minority and women-owned businesses. However, the Contract Review Committee did recommend that the Parking Authority Commission set aside the contract for disadvantaged businesses.

Mr. Hagerty reports that the bid for the 1660 Mission Street Garage was set aside for MBE/WBEs only. The award of the management agreement for the 1660 Mission Street Garage was recently approved by the Board of Supervisors (File 47-93-11.1).

2. Mr. Hagerty reports that in accordance with the Human Rights Commission's definition, a disadvantaged businesses is defined as a firm which grosses \$2 million or less annually. Under the proposed arrangement to set aside this management contract for disadvantaged businesses, the City's bid preferences for minority, women and locally-owned businesses would still apply. As defined in Chapter 12D of the City's Administrative Code, a five percent bid preference would be awarded to locally owned businesses and a ten percent bid preference would be awarded to minority or women owned businesses.

3. The Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified disadvantaged businesses. Mr. Hagerty reports that the Parking and Traffic Commission set (1) the bid bond for the proposed Performing Arts Garage operator at \$2,000, down from the original \$5,000, (2) the performance bond at \$120,000, down from the original \$225,000, and (3) the blanket

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

fidelity bond at \$100,000 rather than approximately \$300,000. According to Mr. Keith Grand, the City's Risk Manager, Mr. Grand worked with the Department of Parking and Traffic to determine the appropriate levels of bonds needed to protect the City. Mr. Grand reports that the proposed lowered bond levels will provide adequate protection for the City.

4. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays.

5. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently operated by non-profit corporations. Of the remaining nine garages and two surface lots, three garages and one surface lot are operated by City-certified MBE firms. Mr. Hagerty reports that none of the Department of Parking and Traffic's garages are operated by a disadvantaged business.

6. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross revenues, after deducting parking taxes, or a minimum of \$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues. According to Mr. Hagerty, Five Star Parking is not a disadvantaged business and would therefore not be permitted to bid on the proposed contract to manage the Performing Arts Garage.

7. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the

Memo to Government Efficiency and Labor Committee
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garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

8. Award of the management agreement to a parking operator for the Performing Arts Garage will require separate future legislation, subject to approval of the Board of Supervisors.

9. According to Mr. Hagerty, the Department of Parking and Traffic has requested that the City Attorney's Office investigate how the proposed contract documents could be amended to require that employees currently working at the Performing Arts Garage under the existing contract could continue their employment at the facility with the new operator. Since the City Attorney's Office has not yet completed their analysis, the Department of Parking and Traffic has requested that this item be continued to May 3, 1994.

10. Whether the proposed bids on the Performance Arts Garage should be limited to disadvantaged businesses only is a policy matter for the Board of Supervisors.

Recommendation:

Continue the proposed ordinance to the May 3, 1994 Government Efficiency and Labor Committee Meeting, as requested by the Department.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 7 - File 162-94-1

Department: Chief Administrative Officer (CAO)

Item: Communication from the CAO to the Board of Supervisors regarding the 1994 Annual Joint Fundraising Drive participants.

Description: Section 16.93-1 of the San Francisco Administrative Code states that deductions from employee pay warrants for charitable organizations shall only be withheld based upon authorizations made by employees in the Annual Joint Fundraising Drive. Section 16.93-3 requires the CAO to review all applications from charitable organizations to participate in the Annual Joint Fundraising Drive and to recommend to the Board of Supervisors whether applicants qualify to participate in accordance with criteria set forth in Section 16.93-2.

In this communication, the CAO states that his office has reviewed the six charitable organizations that have applied to participate in the City's 1994 Annual Joint Fundraising Drive in accordance with the criteria delineated in Section 16.93-2. The CAO reports that all six charitable organizations comply with the Section 16.93-2 criteria. The CAO's summary of findings regarding the City's criteria and the six applicant charitable organizations is attached.

Section 16.93-4 of the Administrative Code also requires the Board of Supervisors to designate, by resolution prior to May 1 of each year, those agencies that qualify to participate in the City's Annual Joint Fundraising Drive. The six charitable organizations, that have applied to participate in the City's 1994 Annual Joint Fundraising Drive, are as follows:

Combined Health Appeal of California
The Progressive Way
Bay Area Black United Fund, Inc.
Earth Share of California
United Way of the Bay Area
Local Independent Charities

Recommendation: Prepare in and report out a resolution designating the six qualifying charitable organizations to participate in the City's 1994 Annual Joint Fundraising Drive, as listed above.

SUMMARY OF FINDINGS

1994 Review of Applications To Participate in Annual Fundraising Drive

SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File 162-94-1 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Ted Lakey that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All six organizations that applied for participation in the 1994 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement.

Criterion A: Be a federated agency representing 10 or more charitable organizations of which at least 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising, or otherwise doing business in those counties.

1. Combined Health Appeal of California

CHA represents 30 national health agencies. CHA reported to us that at least 50% of the participating organizations have offices in the requisite counties.

Attachment
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Summary of Findings
1994 Review of Applications

Page two

2. The Progressive Way

Progressive Way represents 27 organizations. The applicant reports that over 50% of the participating organizations have offices in the Bay Area.

3. Bay Area Black United Fund

Bay Area Black United Fund represents 58 organizations, 56 of which are located in the Bay Area.

4. Earth Share of California (Environmental Federation)

Earth Share of California represents 87 organizations. The organization reports that over 50% of these organizations meet the location criteria.

5. United Way of the Bay Area

United Way represents 337 organizations. United Way reports that all of the organizations meet the county criteria.

6. Local Independent Charities

Local Independent Charities represents over 170 agencies, over 50% of which meet the county location criteria.

Criterion B: Certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Based on consultation in years past with the City Attorney, we have concluded that all the applicants complied with this requirement.

All applicants either stated in letters to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-1, which constitutes "certification."

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

Summary of Findings
1993 Review of Applications

Page three

This criterion was met by all agencies in that they were in existence during the fundraising campaign of 1993, over one year ago.

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

All agencies provided these documents at the time of application, as detailed below.

1. Combined Health Appeal of California provided a report on examination of financial statements prepared by Rooney, Ida, Nolt and Ahern dated June 30, 1993.
2. The Progressive Way supplied financial statements and a report of a certified public accountant an independent auditor's report from Angelino P. Cayanan, CPA, dated December 31, 1992.
3. Black United Fund provided financial statements and an independent auditor's report by Williams, Adley & Company, dated December 31, 1992 and March 25, 1993, June 12, 1992, respectively.
4. Environmental Federation of California operating as Earth Share of California supplied financial statements and an independent auditor's report by Hood and Strong, CPAs, dated September 10, 1993.
5. United Way provided financial statements and an independent auditor's report by Hood and Strong, CPAs, dated September 10, 1993.
6. Local Independent Charities provided an independent auditor's report by Burr, Pilger and Mayer dated July 15, 1993.

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications may be considered complete though clarification may have been necessary to conduct this review.

Therefore, all applicants were in compliance with Criterion E.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 8 - File 93-94-8

Item: Resolution ratifying a Memorandum of Understanding (MOU) with the United Union of Roofers, Waterproofers and Allied Workers, Local 40.

Description: The proposed resolution would approve the MOU with the United Union of Roofers, Waterproofers and Allied Workers, Local 40, entered into by the Employee Relations Division (ERD) on behalf of the City. In order for this MOU to be legally enforceable and binding, the Board of Supervisors must ratify this MOU. The proposed MOU would cover the period from March 1, 1994 through June 30, 1996.

The proposed contract would be a new MOU which would cover the classifications of 9343 Roofer and 9344 Roofer Supervisor I. The basic provisions of the proposed MOU are as follows:

No Work Stoppages - Employees covered by this MOU cannot engage in strikes, slowdowns or work stoppages against the City or honor picket lines of other City employees bound by similar no strike provisions;

Objective of the City - The City may establish or revise performance standards to determine acceptable performance levels, work schedules or to measure the performance of individual employees or groups of employees. Employees who work at less than acceptable levels of performance may be subject to disciplinary measures in accordance with the City's Charter and Civil Service regulations.

Scope of Agreement - During the period of this agreement, or from March 1, 1994 through June 30, 1996, both the City and the Union waive their right to meet and confer about any issues, except those which may require Charter amendments.

Management Rights - According to the proposed MOU, the City may establish work rules and regulations not addressed in this agreement and all management issues vested by law in the City and not covered by this agreement are the City's province.

Grievance Procedure - Sets forth Civil Service Commission Rule 18 as the procedure for addressing grievances, including additional administrative modifications to this procedure.

Union Security - Addresses the (a) deduction of various dues by the City Controller, (b) establishment of an agency shop and (c) implementation of an agency shop.

Health and Welfare - The City will contribute the applicable rate per month as the employer's share, which it does for other City employees, into the City Health Service System, pursuant to the City Charter. The City currently contributes \$2,074.20 annually per employee in FY 1993-94. Based on the total of eight employees covered by the proposed MOU, this represents a total annual cost of \$16,594.

Protective Clothing and Equipment - Employees may be provided by the City with coveralls or other protective clothing as authorized by the Appointing Officer, after consultation with employee representatives and subject to the availability of funds. According to Mr. William Gill of the Employee Relations Division, the annual cost per employee should not exceed \$200 or a total of \$1,600 for the eight employees covered by the proposed MOU. However, Mr. Gill reports that, as contained in the MOU, such clothing and equipment would only need to be provided if the Department has sufficient funds.

Work Schedules - A normal work day is eight hours completed within not more than nine hours. A normal work week is five consecutive days.

Subsistence Pay - Employees required to travel more than 45 miles outside of the City limits would be entitled to subsistence pay, in accordance with rates set in the Annual Salary Ordinance. Employees required to live away from their permanent residence would be paid for expenses incurred in accordance with Administrative Code Section 10.32.

Apprenticeship Program - The Union and City, through the Civil Service Commission, will discuss the establishment of an Apprenticeship Training Program for 9343 Roofers.

Standby Pay - Employees who are required to be instantly available on call for immediate emergency service for the performance of their regular duties will be paid 25 percent of their regular straight time pay for their standby period, except employees who have an electronic paging device will be paid ten percent of their regular straight time pay for their standby period. When called to perform their regular duties in such emergencies, employees will be paid the usual rate of pay for such service. According to Mr. Gill, this provision was included because it is contained in the Annual Salary Ordinance and applies to all City employees. However, Mr. Gill reports that the employees that are covered by the proposed MOU do not currently receive standby pay.

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Overtime - Defined as time worked in excess of ten hours per day or 40 hours per week. Sick leave with pay is not considered as hours worked to determine overtime hours.

Lead Pay - Employees in the 9343 Roofer classification who are designated by their supervisor as a lead worker will receive a \$5 per day premium when required to perform a majority of the following duties: plan, design, sketch, layout, detail, estimate and order material for at least two other roofers or to take the lead on any job when at least two other roofers are assigned.

State Disability Insurance - Upon notification to ERD, the City will provide State Disability Insurance coverage, the cost to be paid by the employee.

Personnel Files - Upon request by the employee, personnel files over four years can be sealed, provided the employee has no subsequent disciplinary action and depending upon the type of disciplinary action. Performance evaluations are excluded from this provision.

Comments:

1. As noted above, the proposed MOU would only cover two City classifications, 9343 Roofer and 9344 Roofer Supervisor I. According to the FY 1993-94 Annual Salary Ordinance, the proposed MOU would affect the following eight positions in two City departments:

<u>Department</u>	<u>Classification and Title</u>	<u>Number of Positions</u>
Recreation and Park	9343 Roofer	3
Port	9343 Roofer	4
Port	9344 Roofer Supervisor I	1
Total		8

2. According to Mr. Clifford Gates of the Employee Relations Division (ERD), although the proposed resolution would ratify a new MOU with the United Union of Roofers, Waterproofers and Allied Workers, Local 40, most of the proposed MOU contains "boilerplate language", which is included in all MOUs with City represented workers. Mr. Gates reports that, except for one provision, the proposed new MOU would not result in any new pay, benefits or working conditions that are different from existing practice.

3. According to Mr. Gates, the one new provision concerns Lead Pay, which will enable 9343 Roofers who are designated by their supervisors as a lead worker to receive a \$5 per day

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premium when required to perform a majority of the following duties: plan, design, sketch, layout, detail, estimate and order material for at least two other roofers or to take the lead on any job when at least two other roofers are assigned.

According to ERD, the proposed MOU will not result in any new costs to the City, except that the Roofer classification would be eligible for an additional \$5 per day premium for the first time. To the extent that a roofer is assigned as the lead worker, additional costs will result.

The Budget Analyst notes that if both the Port and the Recreation and Park Department assign one roofer each day to act as the lead worker, the proposed MOU would result in an additional \$2,400 annual cost to the City (\$5 per day times 240 days per year (assuming approximately 21 days of combined vacation and sick time allowance) times two employees).

4. The current annual 1993-94 salaries for the affected classifications are as follows:

<u>Classification and Title</u>	<u>Biweekly Pay</u>	<u>Maximum Annual Salary</u>
9343 Roofer	\$1,535 - \$1,862	\$48,598
9344 Roofer Sup. I	\$1,611 - \$1,955	51,025

The pay levels for these two Roofer classifications are set by the City's Salary Standardization Ordinance.

5. According to Mr. Gates, although the proposed MOU has an effective date of March 1, 1994 through June 30, 1996, the new provision regarding lead pay would not become effective until July 1, 1994, after the Annual Salary Ordinance is amended and approved. As discussed above, the City will continue to contribute for the employee's health benefits at an estimated annual cost of \$16,594 in FY 1993-94. These are consistent with prior year benefits and are not new costs. As a result, there should not be any new costs incurred retroactively from this MOU. In addition, employees may be provided with protective clothing or equipment, at a estimated total cost of \$1,600, if the Departments have sufficient funds.

6. However, since the proposed effective date of the MOU is March 1, 1994, the proposed resolution would ratify this agreement retroactively. Therefore, the proposed resolution should be amended to reflect this retroactive provision.

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Recommendation: Amend the proposed resolution to be retroactive to March 1, 1994.

Since the proposed MOU is a new MOU, which would provide an additional \$5 per day premium pay provision for roofers who act as the lead worker, approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Items 9 and 10 - Files 93-94-9 and 93-94-10

Items: Resolution ratifying a Memorandum of Understanding (MOU) with the Municipal Executives Association for the Police Department Management (File 93-94-9).

Resolution ratifying a Memorandum of Understanding (MOU) with the Municipal Executives Association for the Fire Department Management (File 93-94-10).

Description: The proposed resolutions would approve MOUs with both the Police and Fire Department's Management that were entered into by the Employee Relations Division (ERD). In order for these MOUs to be legally enforceable and binding, the Board of Supervisors must ratify the proposed resolutions.

If approved, the proposed MOUs would become effective retroactively to July 1, 1993. The MOUs would expire June 30, 1995. However, the MOUs stipulate that matters requiring legislative approval, such as granting of increased employer contributions to retirement (see below) shall not become effective until such approval is granted. The following six management positions in the Police and Fire Departments are included under the proposed MOUs.

Police Department

<u>Title</u>	<u>No.</u>	<u>Current Salary</u>	<u>Proposed Salary 1/1/94</u>	<u>Proposed Salary 7/1/94</u>
0390 Chief of Police	1	\$124,210	\$130,421	\$136,942
0395 Assistant Chief*	1	110,220	115,731	121,518
	2			

Fire Department

<u>Title</u>	<u>No.</u>	<u>Current Salary</u>	<u>Proposed Salary 1/1/94</u>	<u>Proposed Salary 7/1/94</u>
0140 Chief of Department	1	\$124,210	\$130,421	\$136,942
0145 Assistant Deputy Chief	1	104,479	109,703	115,188
0150 Deputy Chief of Department	1	104,504	109,729	115,216
H51 Assistant Deputy Chief II	1	84,929	89,175	93,634
	4			

* The Assistant Chief position is currently vacant. However, the Police Department plans to fill this position effective April 29, 1994. (See Comments)

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All of these employees are exempt from Civil Service and serve at the sole discretion and pleasure of the Appointing Officer or, in the case of the Police Chief and Fire Chief, the appointing authority (i.e. the Police Commission and Fire Commission.)

The proposed MOUs contain a non-discrimination section, which states that these MOUs would apply equally to all employees, that the employees may join and participate in the Municipal Executives Association for representation in all working conditions and employer relations matters, and that the parties agree to support the City's Affirmative Action Program. The proposed MOUs also state that all parties will comply with the Americans with Disabilities Act. The proposed MOUs also state that the City will continue to provide equipment and uniforms, as needed.

In addition, the proposed MOUs state that the City would provide the following:

Health plan benefits, including dependent coverage, and participation in the dental plan, comparable to other Police Officers (represented by the San Francisco Police Officers Association) and Firefighters (represented by San Francisco Firefighters, Local 798). According to Mr. Carl Bunch Director of the Employee Relations Division, these health and dental benefits have previously been approved by the Board of Supervisors for these positions (Ordinance 195-93 and Ordinance 196-93).

Increased contributions to the Retirement System, comparable to other Police Officers and Firefighters. Under the current MOU for Police Officers and Firefighters, the City is paying an additional 3% in Retirement Benefits of the portion normally paid by employees. In 1994-95, the City will pay an additional 5%. This provision of the MOU becomes effective when the proposed resolution ratifying the MOU is approved.

Effective January 1, 1994 through June 30, 1995, salaries for the subject six positions would be maintained at the same pay percentage differentials between the six positions covered by the proposed MOU and those positions immediately below the six positions in the civil service classification system which were in effect as of June 30, 1992. Therefore, the effect of the MOU will be to increase the salaries for each of these six positions by 5%, effective retroactively to January 1, 1994. Another 5% increase will be granted on July 1, 1994.

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The total cost of the proposed MOU through June 30, 1995 is \$136,839 as outlined in the table below. The cost is based on the anticipated filling of the Assistant Chief position in the Police Department on April 29, 1994 (see Comment 1).

<u>Police Department Management</u> (2 positions)	1993-94 Increase Over Current <u>Compensation</u>	1994-95 Increase Over Current <u>Compensation</u>	<u>Totals</u>
Increased Salaries	\$4,055	\$24,029	\$28,084
Retirement On Salary Inc. @ 19.76%	801	4,748	5,549
Retirement Pickup (3% of total salaries for six months in 1993-94, 5% in 1994-5)	<u>1,273</u>	<u>12,923</u>	<u>14,196</u>
Total for Police Department	\$6,129	\$41,700	\$47,829
 <u>Fire Department Management</u> (4 positions)			
Increased Salaries	\$10,453	\$42,858	\$53,311
Retirement On Salary Inc. @ 19.47%	2,035	8,344	10,379
Retirement Pickup (3% of total salaries for six months in 1993-94, 5% in 1994-5)	<u>2,271</u>	<u>23,049</u>	<u>25,320</u>
Total for Fire Department	\$14,759	\$74,251	\$89,010
 Total Increased Cost for 1993-94 and 1994-95	Police	\$47,829	
	Fire	<u>89,010</u>	
		\$136,839	

Comments:

1. The Controller has provided a cost estimate for the proposed MOUs of \$176,998, or \$40,159 more than the \$136,839 estimate shown above. The reasons for the increased estimate of the Controller are: a) the Controller has included the cost of the salary increase for the Assistant Chief's position for the period of January 1, 1994 through April 29, 1994 even though the position is vacant for that period and the increased expenditure will not be incurred; b) the Controller has included the costs for dependent health care coverage for the term of the MOU even though this benefit, which has previously been approved by the Board of Supervisors, is not a new benefit; and c) the Controller's estimate has also included the cost of increased retirement contributions retroactive to July 1, 1993. As previously noted, the proposed MOUs state that matters requiring legislative approval, such as granting of increased employer contributions to retirement shall not become effective until such approval is granted. According to Mr. Carl Bunch, Director of Employee Relations, this provision therefore

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prohibits retroactive payment of the increased retirement contributions.

2. In 1991-92, the Police Department proposed to delete funding for the Assistant Chief position in order to offset the cost of upgrading three Lieutenant positions to the rank of Captain. This proposal was approved during the 1991-92 budget process by the Mayor and the Board of Supervisors. Consequently, since that time, the Assistant Chief position has not been included in the Police Department's annual budget and the Annual Salary Ordinance.

3. Under Section 10 subsection 5 of the Annual Appropriation Ordinance (AAO), positions may be substituted or exchanged between position classifications as long as total departmental personal service appropriations are not increased. This permits the substitution of one classification for another, even if the substituted position is not authorized or specifically budgeted. Under this provision of the AAO, the Police Department has requested, and the Mayor has approved, the filling of a new Assistant Chief's position despite the fact that it is not authorized or budgeted.

4. The Mayor has approved a personnel requisition to fill the Assistant Chief's position with an incumbent Deputy Chief and to promote an existing Commander to the rank of Deputy Chief. The approval of these two promotions is contingent on leaving the Commander position vacant.

The Police Department's proposed 1994-95 budget includes funding for a new Assistant Chief position. The increased cost of filling an Assistant Chief position and a Deputy Chief position in lieu of a Deputy Chief position and a Commander position would be \$40,435 for the period of April 29, 1994 through June 30, 1995. The annual cost in 1994-95 of this personnel transaction would be \$34,811.

Recommendation: Approval of the proposed MOUs are policy matters for the Board of Supervisors.

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Item 11 - File 93-94-11

Item: Resolution ratifying an amendment to the Memorandum of Understanding (MOU) pertaining to the Fine Arts Museum with the Service Employees International Union (SEIU) Local 790.

Description: The proposed resolution would amend the existing MOU with SEIU 790 to adjust various hours and other terms and conditions of employment for employees of the Fine Arts Museums. The actual amendment to the MOU is pertaining to the City on behalf of the Fine Arts Museum, which is a City department, the SEIU, Local 790 and the Corporation of the Fine Arts Museum. The Corporation of the Fine Arts Museum is a non-profit organization which provides approximately two-thirds of the Museum's annual operating budget through private fundraising activities (the City provides approximately one-third of the Museum's annual operating budget). The proposed amended MOU would be effective from August 1, 1993 through June 30, 1996.

The existing and proposed provisions that would be affected by the proposed MOU are as follows:

Reduced Work Hours: Normal workdays would be reduced from eight to seven paid hours, effective September 1, 1993 for the following positions:

<u>Classification and Title</u>	<u>Number of Positions</u>
8228 Senior Museum Guard	6
8226 Museum Guard	30
8202 Security Guard	2
2708 Custodian	3
3502 Packer	1
3556 Registrar	1
Total	43

Overtime would be paid only after eight hours of work per day or after 40 hours of work per week, although the workday would be reduced to seven hours and the workweek reduced to 35 hours.

This reduced work hour schedule would result in an estimated savings of \$186,407 in FY 1993-94, based on an effective date of approximately September 1, 1993. The Controller's Office projects that these reduced work hours should result in an

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estimated savings of \$230,761 in FY 1994-95 and \$241,168 in FY 1995-96.

In Lieu Days for Holidays: Employees previously received up to a maximum of eight in-lieu holidays for holidays that were observed on the employee's scheduled day off. The proposed MOU eliminated all in-lieu holidays, effective September 1, 1993. This provision could result in cost savings to the extent that the Fine Arts Museum backfilled positions to provide full coverage during these holidays. However, the Department reports that the inclusion of this provision will increase productivity during these holidays.

Unpaid Floating Holiday: Under the proposed MOU, all employees would be required to take one of three floating holidays without pay each year, effective for FY 1993-94. This would result in an estimated annual cost savings of approximately \$9,000.

Six Unfunded Positions: According to the proposed agreement, the following six positions would remain vacant for the term of the MOU:

<u>Classification and Title</u>	<u>Number of Positions</u>
8226 Museum Guard	4
8202 Security Guard	1
3632 Librarian	1
Total	6

This would result in a total estimated savings of approximately \$204,000 in FY 1993-94. However, given the Department's budgeted salary savings of \$84,996, to the extent that the Fine Arts Museum achieves its budgeted salary savings with these vacant positions, the amount of the savings would be reduced. As a result, the Controller's Office projects a net savings of approximately \$119,004 to \$171,000 per year depending on the level of salary savings for FY 1993-94 through FY 1995-96.

Uniform Allowance and Policy: The Corporation of the Fine Arts Museum will budget \$250 per employee for a uniform allowance for security guard positions and Local 790 will support the implementation of the Uniform Policy dated July 20, 1992. According to Mr. Cliff Gates of the Employee Relations Division (ERD), the Uniform Policy contains specific provisions for individual employees regarding uniforms. For example, security staff that work during the night shifts are required to carry firearms.

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The provision of uniforms has been and will continue to be the responsibility of the Corporation of the Fine Arts Museum, and will not result in any additional costs for the City.

Custodial Services: The position of one 2718 Custodian Supervisor I was deleted on July 31, 1993 and a vacant 2708 Custodian position will be defunded. The proposed MOU provides that as additional vacancies occur through attrition, the Museum will phase-in custodial services pursuant to the City's Proposition J process.

The elimination of the two custodial positions will result in an estimated savings of \$78,875 in FY 1993-94. The Proposition J analysis provided by the Controller's Office for contracting out custodial services at the Fine Arts Museum reflected a cost savings of approximately 14 to 26 percent as compared with the cost of providing these services with Civil Service employees. The amount of such additional cost savings will depend upon when and the extent to which further vacancies occur to enable the replacement of these Civil Service employees with contractual custodial services.

Security Guards instead of Museum Guards: According to the proposed MOU, the Museum and the Union will work cooperatively and in a timely manner to phase in 8202 Security Guard positions instead of 8226 Museum Guards by attrition. Although the two existing 8202 Security Guards will continue to receive the same pay as 8226 Museum Guards, all security employees hired after September 1, 1993 would be placed on the salary schedule of the 8202 Security Guards.

The Security Guard annual salary and benefits at Step 5 is \$37,012 or \$7,146 less than the \$44,158 annual salary and benefits at Step 5 for Museum Guards. The Controller's Office estimates that this differential in pay will increase to approximately \$7,500 per employee in FY 1994-95 and approximately \$7,800 in FY 1995-96. Similar to the custodial services described above, the actual amount of savings will depend on the rate of attrition for the current Museum Guard positions.

Mr. Steve Dykes of the Fine Arts Museum reports that the 8226 Museum Guard positions will only be replaced with the 8202 Security Guard positions in the public galleries during the hours that the Museum is open. According to Mr. Dykes, the 8226 Museum Guards will continue to be used for nighttime shifts and for guarding their other facilities.

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Coverage of Special Events and Night Public Hours: According to the proposed MOU, the Corporation of the Fine Arts Museum will provide security and custodial services for special events, functions held outside of regular public hours (Wednesday through Sunday, 10 am to 5 pm) on an "outside employment" basis. If insufficient Museum employees sign up for outside employment, the Museum may take other measures to provide guard and custodial services. Overtime rates would be 1.5 times the following rates based on a 35 hour week: Senior Museum Guard at \$8.725 per hour, Museum Guard at \$8.00 per hour and Custodial at \$7.33 per hour, to be adjusted in subsequent years by the percentage increase in the 8202 Security Guard rates. The Museum will also pay the employers' contribution for FICA and Worker's Compensation Insurance.

The Museum previously used private contractors to provide the security and custodial services for their private events. This provision will enable City employees to work additional hours, at the above noted rates. Since the funding of the coverage of special events and night public hours will be the responsibility of the Corporation of the Fine Arts Museum, this provision will not result in any additional costs for the City.

Comments:

1. The Mayor's FY 1993-94 budget included the Fine Arts Museums' request to contract out custodial and security guard functions in order to meet the Fine Arts Museum's budget target. The Board of Supervisors disapproved the Controller's Proposition J certification needed for the contracting out of such services, which would have saved the City between \$430,075 and \$768,015 for FY 1993-94 over the cost of providing such services in-house on a Civil Service basis. Subsequently, the Fine Arts Museums was able to negotiate the proposed amendment to the existing MOU pertaining to these services.
2. According to Mr. Dykes, most of the provisions of the proposed MOU were implemented in early September, 1993 in order to achieve the Fine Arts Museum's budget reductions for FY 1993-94. Mr. Dykes reports that, given the reductions in staffing, the proposed MOU will prevent the backfilling of staff when employees are out on vacation or sick leave. Although this will result in some reduction in custodial and security levels, these reductions will not reduce the number of hours that the Museum is open to the public.
3. In summary, the proposed MOU should result in a total estimated savings to the City as follows:

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Estimated 1993-94 Savings

Reduced Work Hours	\$186,407
Unpaid Floating Holiday	9,000
Six Unfunded Positions (less salary savings)	119,004
Custodial Services	<u>78,875</u>
Total	\$393,286

In addition, the proposed MOU should result in increased productivity due to the elimination of in lieu days for holidays, increased savings in future years as Civil Service custodial employees are replaced with contractual custodians and higher level Museum Guards are replaced with lower level Security Guards. The actual amount of these savings will depend on the rate of attrition for the existing custodial and security staff.

The Controller's Office has provided a cost estimate for the proposed MOU of \$321,333 or \$71,953 less than the \$393,286 estimate shown above. The reasons for the differing estimates of the Controller are: a) the Controller assumed 11 months of savings for the reduction of work hours, although the Department indicates that this provision was not implemented until approximately September 1, 1994, or approximately ten months of savings; and b) the Controller did not include the cost savings resulting from the elimination of two custodial positions in FY 1993-94.

4. Since the proposed effective date of this MOU is August 1, 1993 and many of the provisions in the proposed MOU have already been implemented by the Fine Arts Museum, the proposed resolution should be amended for retroactivity.

Recommendation: Amend the proposed resolution to be retroactive to August 1, 1993.

Approve the proposed resolution which would ratify an amendment to the MOU with SEIU Local 790, the Fine Arts Museum and the Corporation of the Fine Arts Museum.

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Item 12 - File 172-93-27.1

Department: Department of Public Health (DPH)

Item: Resolution amending Resolution Number 632-93 (File 172-93-27) pertaining to the Cooperative Agreement between the State of California, Department of Rehabilitation and the City and County of San Francisco, by authorizing and directing the President of the Board of Supervisors to sign said agreement on behalf of the City and County of San Francisco, retroactive to Fiscal Year 1992-93.

Description: The State requires the Department of Public Health (DPH) to provide vocational rehabilitation services to persons who are enrolled in substance abuse programs. The Board of Supervisors has previously authorized (File 172-93-27) the Department of Public Health to enter into a cooperative agreement for Fiscal Year 1992-93 with the State Department of Vocational Rehabilitation to provide such vocational rehabilitation services to residents of San Francisco. The previous resolution also authorized and directed the Board of Supervisors to certify the agreement.

DPH now reports that the previous resolution did not, as required by the State, name a specific individual who is authorized to certify the Cooperative Agreement by signing it on behalf of the Board of Supervisors. Therefore, the proposed resolution (File 172-93-27.1) would amend the previous resolution (File 172-93-27) by specifically authorizing and directing the President of the Board of Supervisors to sign the Cooperative Agreement, retroactive to Fiscal Year 1992-93.

Comment: DPH reports that copies of the Cooperative Agreement, which were signed by the President of the Board of Supervisors, have already been provided to the State. However, since the President of the Board of Supervisors was not specifically authorized by the Board of Supervisors to sign the agreement, the previous resolution authorizing the agreement must be amended, according to DPH. The proposed resolution would provide the necessary authorization for the President of the Board of Supervisors to sign the agreement.

Recommendation: Approve the proposed resolution.

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Item 13 - File 231-94-2

Department: Sheriff's Department
Recreation and Park Department

Item: Resolution authorizing the Sheriff to provide local summary criminal history information to the Recreation and Park Department, pursuant to Section 13300 (b) (10) of the California Penal Code.

Description: Section 13300 (b) (10) of the California Penal Code authorizes the Sheriff to provide local summary criminal history information concerning prospective employees to any appointing officer of the City and County of San Francisco, when such information is needed to assist in the fulfillment of the duties of a department head, and when access to such information is authorized by the Board of Supervisors.

In 1993, the California Legislature adopted Assembly Bill 1663, which amended California's Public Resources Code by adding Section 5164. Section 5164, which became effective on January 1, 1994, requires that the General Manager of the Recreation and Park Department have local summary criminal history information concerning prospective employees of the Department, in order to protect children enrolled in supervised recreation programs and to protect other minors and adult patrons to whom the Recreation and Park Department provides facilities, programs and services.

The proposed resolution would therefore authorize the Sheriff to provide such information pursuant to Section 13300 (b) (10) of the California Penal Code. Such information would be restricted to evidence of arrest or conviction for criminal conduct directly related to the duties to be performed by the prospective employee.

Comments:

1. According to Sergeant Phil Tutt of the Sheriff's Department, based on a similar agreement between the Sheriff's Department and the School District for providing local criminal history information on prospective employees, the reproduction and editing of local summary criminal history records of prospective employees for the Recreation and Park Department would cost approximately \$3,200 per year.

2. Ms. Marsha Rameriz of the Recreation and Park Department advises that the source of funds for the services of the Sheriff's Department would be the Recreation and Park Department's Services of Other Departments account.

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3. Ms. Rameriz reports that the Recreation and Park Department and the Sheriff's Department would work out an agreement regarding the exact amount that the Recreation and Park Department would be charged for the local summary criminal history information upon approval of the proposed resolution. Mr. Phil Arnold, Assistant General Manager of the Recreation and Park Department, reports that the Recreation and Park Department anticipates having to pay the Sheriff's Department for its services.
4. According to Ms. Rameriz, prior to the adoption of AB 1663, the Recreation and Park Department fingerprinted prospective employees but could not review local criminal history information until four to six months after employees were hired. Public Resources Code Section 5164 now requires that the Recreation and Park Department obtain such local criminal history information prior to hiring employees. Ms. Rameriz reports that the local summary criminal history information provided by the Sheriff's Department would be restricted to evidence of arrest or conviction for criminal conduct directly related to the duties to be performed by the prospective employee, as required by Public Resources Code Section 5164.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 14 - File 47-94-6

Department: Real Estate Department
Department of Public Works (DPW)

Item: Resolution authorizing a license to use parking spaces at two parking lots located at Brady and Colton Streets for the Department of Public Works.

Description: The Department of Public Works (DPW), the Department of City Planning (DCP), and the San Francisco Fire Department (SFFD) currently occupy space at 1660 Mission Street, the City-owned facility used for centralized permit processing functions. These Departments were recently relocated to 1660 Mission Street because of the construction of the new courthouse at their former location on McAllister Street. Prior to the relocation, employees of these three departments parked on the street, at Civic Center Garage, and at the 639 Turk Street Parking Facility, requiring a total of 91 spaces, the costs for which were paid for by the City.

On August 17, 1993, the Department of City Planning issued a parking variance for the City-owned 1660 Mission Street facility to reduce the number of on-site vehicle parking spaces by 26 spaces, from 86 spaces to 60 spaces, and to provide an additional 48 off-site parking spaces.

The DPW has determined that it needs 55 off-site parking spaces, or seven more than the 48 spaces for which the parking variance provides. City Park, the manager of two parking lots at Brady and Colton Streets owned by the Pipes Trade Union, has agreed to lease 55 parking spaces to the City for three years. These 55 parking spaces would satisfy the parking variance requirement that 48 additional off-site spaces be provided, and would also provide the DPW with seven additional spaces, as requested. The proposed resolution would authorize a license for the DPW to use 17 parking spaces in the Pipes Trade Union parking lot on the corner of Brady and Colton Streets and 38 spaces in the Pipes Trade Union parking lot on Colton Street, for a total of 55 parking spaces.

City Park's monthly fee for the parking spaces would be \$2,406.25 (\$43.75 per space) and would be paid out of the 1660 Mission Operations and Maintenance Budget, which allocates funds for utilities, janitorial services, scavenger services, security and parking expenses for the 1660 Mission Street facility. In the FY 1993-94 1660 Mission Operations and Maintenance Budget, which is operated by the Real

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Estate Department and funded by the DPW, the Fire Department and the DCP, a total of \$9,000, or \$3,000 per month for the months of April, May and June 1994, was budgeted for parking expenses. Such funds would be sufficient to pay for the 55 parking spaces which are being requested.

- Comment:**
1. The proposed license provides that the City would have a three-year option to increase the number of spaces to a total of 75 at the same fee per space to be charged in FY 1993-94.
 2. According to Mr. Tony DeLucchi, the Director of Property, the 55 off-site parking spaces at the Brady and Colton Street parking lots are convenient for employees who work at the City-owned 1660 Mission Street facility. Mr. Kurt Chopping of the Real Estate Department reports that the 55 parking spaces would be for City-owned vehicles only, and such vehicles would not be parked overnight at the two parking lots.

Recommendation: Approve the proposed resolution.

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Item 15 - File 64-94-6

Department: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing renewal of lease of real property for the Department of Public Health at 1372 Mission Street.

Location: 1372 Mission Street (Ground Floor)

Purpose of Lease: Office space for conducting post AIDS test counseling and education sessions for clinic patients tested for HIV antibodies and space for Sexually Transmitted Disease (STD) and AIDS Information, Education and Prevention Units and Special Studies Unit.

Lessor: Vilo Properties, Inc.

No. of Sq. Ft. and Cost/Month: Approximately 2,040 sq. ft. @ \$1.072/sq. ft. = \$2,187.92 per month

Annual Cost: \$26,255

% Increase over 1993: None

Utilities and Janitor Provided by Lessor: Yes

Term of Lease: January 1, 1994 to June 30, 1997 (three years and six months), subject to annual certification of availability of funds

Source of Funds: Federal Center for Disease Control (CDC) HIV Enhanced Counseling Grant
Federal CDC AIDS Prevention Grant

Comments:

1. Mr. Anthony DeLucchi, Director of Property, reports that the renewal lease commenced on January 1, 1994. Thus, the proposed resolution provides for the lease to commence retroactively to January 1, 1994. Mr. Phil Aissen of the Real Estate Department reports that the proposed resolution was not submitted to the Board of Supervisors sooner because, due to a delay, negotiations with Vilo Properties were not completed until March, 1994.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

2. Mr. DeLucchi further reports that the City has leased the 2,040 square feet on the ground floor of 1372 Mission Street on an annual basis since 1988 for the DPH.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Meeting of Government Efficiency and Labor Committee

Item 16 - File 65-94-8

Departments: Public Library
Recreation and Park Department
Real Estate Department

Item: Ordinance authorizing execution of amendment to oil and gas lease for 800 acres in Kern County.

Location: 800 acres in Kern County.

Purpose of Lease: Currently leased to the Shell Oil Company for extraction of crude oil.

Lessor: City and County of San Francisco

Annual Revenue: Royalty rate of 15.5 percent of estimated lessee oil revenues, as measured by applying the market rate for barrels of crude oil to the number of barrels extracted from the site. Paid on a monthly basis by Shell Oil Company to the City.

Term of Lease Extension: March 31, 1998 (date of current lease expiration) to March 31, 2020

Right of Renewal: None.

Comments: 1. The land in question was part of a bequest to the City and County of San Francisco by the Fuhrman family. Mr. Lawrence Ritter of the Department of Real Estate (DRE) reports that the terms of the bequest require that revenues from the property be divided equally between the Recreation and Park Department (RPD) and the Library. The Library Commission and the Recreation and Park Commission are the trustees of the Fuhrman bequest. In 1963, the trustees leased the subject 800 acres to the Shell Oil Company on the basis of a competitive bid. Under the terms of the existing lease, the Shell Oil Company paid the City a one-time fee of \$400,000, and agreed to pay a 12.5 percent crude oil royalty. The term of the original lease will expire on March 31, 1998.

The proposed amendment to the oil and gas lease would provide the Shell Oil Company with a lease extension prior to expiration of the existing lease, in exchange for (1) payment to the City of \$120,000 within ten days of the effective date of the proposed lease amendment, and another payment to the City of \$120,000 within ten days of the first anniversary of the effective date of the proposed lease amendment; and (2)

an increase in the royalty rate from 12.5 percent to 15.5 percent.

2. Mr. Ritter advises that total annual revenues from the Shell Oil Company lease were \$362,230 in FY 1992-93. Mr. Ritter further advises that, over the past 36 months, monthly revenues have averaged \$28,790, for an annual average over the past three years of approximately \$345,480. Therefore, had the royalty rate been at the proposed 15.5 percent level over the past three years, average annual revenues would have been approximately 24 percent higher, or \$428,395 (an annual increase of approximately \$82,915).

Mr. Ritter states that future revenues from the lease will depend upon the quantity of oil that the Shell Oil Company extracts from the site, as well as on the market price of crude oil. However, Mr. Ritter advises that revenues from the lease have been fairly stable over the past three years, and that Shell Oil Company representatives have expressed their intention to continue extracting oil at approximately the same rate as they have in recent years.

3. Mr. Ritter states that a pro bono consultant, Ms. Jane Woodward, was retained by the Library Commission when the Shell Oil Company requested a lease extension. Ms. Woodward is a petroleum engineer and geologist and President of Mineral Acquisition Partners, Inc. and according to Ms. Woodward, neither she nor her company has any current or recent relationship with Shell Oil Company. Ms. Woodward reports that the proposed royalty rate of 15.5 percent and the two \$120,000 payments to the City represent a competitive arrangement for comparable leases in the Kern River oil field, especially given the current weakness in oil prices. In addition, Ms. Woodward reports that the likelihood of the City receiving an equally attractive bid through a competitive bid process is low, due to the following factors:

- The capital investment in drilling equipment that would need to be made by a new lessee would substantially reduce the lessee's return on investment, thereby reducing the lessee's bid amount, relative to that being proposed by Shell Oil Company.
- A change of lessees would result in the interruption of the subject oil field being "steamed," which is a technique being used by Shell Oil Company to extract the very dense oil in the field. If steaming is interrupted, which according to Ms. Woodward it would be in the event of a change of lessees, a large percentage of the currently recoverable oil would be permanently rendered

Memo to Government Efficiency and Labor Committee
April 19, 1994 Meeting of Government Efficiency and Labor Committee

unrecoverable, thereby reducing the bid amounts received under a competitive bid process.

- A change of lessees would result in the new lessee being faced with substantial environmental liability issues, which would result in a reduced bid amount, relative to the bid proposed by Shell Oil Company.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 17 - File 12-94-16

Department Department of Social Services (DSS)

Item: Resolution supporting Assembly Bill 3419, a measure that would allow the release of addresses of elderly and disabled clients of the Department of Social Services to disaster and emergency personnel.

Description: With certain exceptions, existing State law does not permit the Department of Social Services (DSS) to release the addresses of its clients to outside parties, even in the event of life threatening circumstances such as fires, earthquakes, or other disasters. Assembly Bill 3419, which is currently pending before the State Legislature, would allow County welfare departments, including the San Francisco County Department of Social Services, to release the addresses of their elderly and disabled clients upon request to disaster and emergency personnel. The proposed resolution would (1) convey the support of the Board of Supervisors in favor of Assembly Bill 3419, and (2) direct the Clerk of the Board to forward the resolution to the City's State Legislative Representative and to each of the City's representatives in the State Legislature.

Comments:

1. AB 3419 would amend existing State law to specifically require County welfare departments, including DSS, to release information concerning their clients to "local emergency and disaster personnel...when requested by local emergency and disaster personnel." AB 3419 further provides that "these lists or other records shall only be used for purposes directly connected with the administration of... local emergency and disaster assistance."
2. Ms. Sally Kipper of DSS reports that the proposed legislation would primarily benefit clients of the DSS In-Home Support Services (IHSS) program, who, by definition, are disabled or frail elderly persons. According to Ms. Kipper, DSS would implement the proposed State legislation by regularly providing the addresses of IHSS clients to the San Francisco Fire Department. In the event of a fire or other disaster, the Fire Department could refer to these lists of disabled or frail elderly IHSS clients to identify whether any of them reside in the building and were in need of immediate assistance from the Fire Department. Ms. Kipper reports that IHSS clients frequently live alone and, of all DSS clients, are most at risk of injury in the event of an emergency.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed resolution, which would convey the support of the Board of Supervisors in favor of AB 3419, is a policy matter for the Board of Supervisors.

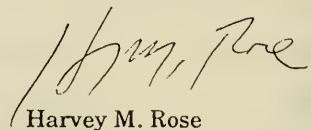
Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Item 18 - File 97-94-21

Department	Department of Social Services (DSS)
Item:	Ordinance amending the City's Administrative Code by adding Section 1.46 to authorize the Department of Social Services to enter into hold harmless agreements to allow DSS representatives to recruit foster and adoptive parents at community events.
Description:	The Department of Social Services (DSS) reports that its Family and Children's Services Division is engaged in a project to recruit new foster and adoptive families within the City. As part of this effort to recruit new foster and adoptive families, DSS wishes to set up booths at neighborhood and community events to distribute information and recruit potential foster and adoptive families. DSS reports that the sponsors of community and neighborhood events routinely require organizations to execute hold harmless agreements in order to set up information booths at the event. The proposed ordinance would amend the City's Administrative Code to authorize DSS to enter into hold harmless agreements with the sponsors of community events, in order to enable DSS to set up booths to recruit potential foster care and adoptive families.
Comment:	According to Ms. Virginia Elizondo of the City Attorney's Office, the proposed ordinance, which would authorize DSS to enter into hold harmless agreements with organizers of community events, would not create undue liability for the City. Ms. Elizondo states that the Department of Public Health has entered into similar hold harmless agreements with organizers of community events.

Memo to Government Efficiency and Labor Committee
April 19, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

CALENDAR

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APR 29 1994

SAN FRANCISCO
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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

TUESDAY, MAY 3, 1994

1:00 PM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - a. File 68-94-9. [Summer Food Program] Resolution authorizing Mayor to apply for, accept and expend \$800,000 from the United States Department of Agriculture (USDA) to sponsor the Summer Food Service Program for needy children in San Francisco from May 1, 1994 to May 1, 1995. (Mayor's Office of Children, Youth and Families)

ACTION:

- b. File 146-94-4. [State Grant, Injury Prevention Program] Resolution authorizing Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$47,540, which includes indirect costs in the amount of \$6,790, based on twenty-five percent of personnel costs from the State Emergency Medical Services Authority, to provide for development of an Injury Prevention Program for Prehospital Personnel; and providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- c. File 150-94-1. [Grant - Federal Funds] Resolution authorizing the Recreation and Park Department to apply for a grant in the amount of \$200,000 from the Urban Parks and Recreation Recovery Act for renovation of Chinese Playground. (Recreation and Parks Department)

ACTION:

- d. File 192-94-1. [Grant - Federal Funds] Resolution authorizing Executive Director of the Department of Parking and Traffic to retroactively apply for, accept and expend up to \$182,137 in Federal funds for the upgrade of railroad grade crossing devices at the intersections of 3rd Street and Arthur Way and Evans Avenue and Rankin Street, foregoing reimbursement of indirect costs. (Department of Parking and Traffic)

ACTION:

- e. File 89-94-13. [SDI Coverage, Classification 2968] Resolution authorizing enrollment of Classification 2968, Social Services Manager, Investigations, in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

- f. File 89-94-14. [SDI Coverage, Classification 1376] Resolution authorizing enrollment of Classification 1376, Special Assistant XVII, in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

- g. File 94-92-6.2. [Release of Reserved Funds] Hearing requesting release of reserved funds, Public Utilities Commission, in the amount of \$647,800 for Diesel Bus Rehabilitation Project.
(Public Utilities Commission)
(Consideration continued from 4/19/94)

ACTION:

REGULAR CALENDAR

2. File 97-94-24. [Official Newspaper Designation] Ordinance amending Administrative Code Section 2.81 which sets forth a procedure for designating the City's Official Newspaper, by leaving the designation of the Official Newspaper to the discretion of the Board of Supervisors. (Supervisor Hallinan)

ACTION:

3. File 225-94-1. Hearing to consider the status of the Stanislaus County and others' lawsuit against Pacific Gas and Electric Company and to further consider appropriate action by the City and County of San Francisco. (Supervisors Hallinan, Alioto)
(Consideration continued from 4/19/94)

ACTION:

4. File 12-94-12. [AFDC, SSI/SSP, IHSS, and GA Grant Funding] Resolution opposing grant reduction and program restrictions and condemning other state legislative efforts to reduce or restrict entitlements to Aid to Families With Dependent Children (AFDC), Social Security Income/State Supplemental Program (SSI/SSP), In-Home Support Services (IHSS), and General Assistance (GA). (Supervisors Bierman, Alioto)

ACTION:

5. File 172-94-014. [In-Home Supportive Services Contract Award 1994-97] Resolution finding that the General Manager of the Department of Social Services of San Francisco has complied with the requirements of the Administrative Code and the Charter of San Francisco and the provisions of the Welfare and Institutions Code pertaining to the award of the In-Home Supportive Services Contract. (Department of Social Services)

ACTION:

6. File 210-94-1. [Self-Insurance for Workfare Participants] Resolution authorizing the Retirement Board to provide Workers' Compensation insurance under the City's self-insurance program to General Assistance workfare program participants. (Department of Social Services)

ACTION:

7. File 25-94-12. [Proposition J Certification] Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Department of Social Services by private contractor for lower cost than similar work performed by City and County employees. (Department of Social Services)

ACTION:

8. File 221-94-4. [Compensation Reform, City Employee] Resolution urging the Mayor to urge the Department of Human Resources to conduct a comprehensive classification study and to work with labor organizations, city commissions and city departments in developing the study. (Supervisors Kaufman, Leal)

ACTION:

9. File 255-94-1. [Mission Bay Transportation Projects Agreement] Resolution approving the Transportation Projects Agreement, as amended, and approving the proposed revisions as within the scope and as adequately described in the program EIR; see File 255-91-1 (Resolution No. 120-92) (City Attorney)

ACTION:

10. File 25-94-10. [Contract Out Janitorial Services] Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Office of the Controller at 240 Van Ness Avenue by private contractor for lower cost than similar work services performed by City and County employees. (Controller)

ACTION:

11. File 25-94-7. [Contracting Out Body Removal Services] Resolution concurring with the Controller's certification that body removal services for the Coroner's Office can be practically performed by private contractor for a lower cost than similar work services performed by City and County Employees. (Chief Medical Examiner Coroner)

(Consideration continued from 4/19/94)

ACTION:

12. File 25-94-9. [Contracting Out Day Laborer Services] Resolution concurring with the Controller's certification that services included within the San Francisco Day Laborer Program can be practically performed at the Mayor's Office of Community Development by private contractor for lower cost than similar work services performed by City and County employees. (Mayor's Office of Community Development)

(Consideration continued from 4/19/94)

ACTION:

13. File 25-94-8. [Parking Citation Data Entry Services] Resolution urging that the Board of Supervisors concur with the Controller's certification that parking citation data entry services for the Department of Parking and Traffic Citation Division can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees and authorizing the Department to contract for these services. (Department of Parking and Traffic)

(Consideration continued from 4/19/94)

ACTION:

14. File 47-93-9. [Performing Arts Garage] Ordinance approving form of Performing Arts Garage Management Agreement and Bidding Documents and authorizing Director of Property to request bids for management of Performing Arts Garage using those documents. (Department of Parking and Traffic)
(Consideration continued from 4/19/94)

ACTION:

15. File 191-94-1. [Special Use Permit transfer with the USFS] Resolution authorizing Hatch Hatchy and Power to apply for a special use permit transfer with the U.S. Department of Agriculture, Forest Service. (Public Utilities Commission)

ACTION:

16. File 64-94-7. [Lease of Property at Fox Plaza, 1390 Market St.] Resolution authorizing a lease renewal at Fox Plaza, 1390 Market Street, for the Employee Relations Division of the Department of Human Services. (Real Estate Department)

ACTION:

17. File 65-94-9. [Sublease, 25 Van Ness Avenue, Suite 710] Ordinance authorizing and approving sublease of City-owned property at 25 Van Ness Avenue, Suite 710 (Lot 4, Block 834) to Carl Wolf, Attorney at Law, commencing May 1, 1994. (Real Estate Department)

ACTION:

18. File 82-94-4. [Acquisition - Noise Easements] Resolution authorizing acquisition of ten noise easements in the City of Millbrae as part of the City of Millbrae's Aircraft Noise Insulation Project - Phase III. (Real Estate Department)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

19. File 45-94-21. [Settlement of the Insurance Company of the West] Ordinance authorizing settlement of Insurance Company of the West against the City and County of San Francisco by payment of \$9,000. (Municipal Court No. 97-892) (City Attorney)

ACTION:

20. File 45-94-22. [Settlement of Litigation, Troy Smith] Ordinance authorizing settlement of litigation of Troy Smith against the City and County of San Francisco by payment of \$40,000. (United States District Court No. C92-2444) (City Attorney)

ACTION:

21. File 45-94-23. [Settlement of Litigation, Ky Sam Ha] Ordinance authorizing settlement of litigation of Ky Sam Ha, et al. against City and County of San Francisco by payment of \$8,000. (Superior Court No. 932-805) (City Attorney)

ACTION:

22. File 45-94-24. [Litigation, Charles W. & Jacqueline Pollitt Mars] Ordinance authorizing settlement of litigation of Charles W. Mars and Jacqueline P. Marsh against Joseph M. Lutisaw; Pacific Bell; Southern Pacific Line; Neil Wadell and the City and County of San Francisco by payment of \$10,000. (Superior Court No. 950-724) (City Attorney)

ACTION:

23. File 45-94-25. [Litigation, Irina & Elena Shenkar & Arbram Geldman] Ordinance authorizing settlement of litigation of Irina Shenkar, Elena Shenkar, and Arbram Geldman, individually, and as survivor members of Anne Polyak Geldman, deceased, against the City and County of San Francisco by payment of \$60,000. (Superior Court No. 907-71) (City Attorney)

ACTION:

24. File 48-94-5. [Unlitigated Claim, Empire Fire & Marine Insurance] Resolution approving the settlement of the unlitigated claim of Empire and Marine Insurance Company by payment of \$10,946.50. (Insured: Beatrice Taylor) (City Attorney)

ACTION:

25. File 48-94-6. [Unlitigated Claim, Laura Porras] Resolution approving the settlement of the unlitigated claim of Laura Porras by payment of \$8,500. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency and Labor Committee
S.F. Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

D 4524

Bill Lynch
Documents Section
SF Public Library-Main Branch
Civic Center
San Francisco CA

MAY 2 1994

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO
PUBLIC LIBRARY

TUESDAY, MAY 3, 1994 - 1:00 P.M.

ROOM 228, CITY HALL

Members: Supervisors Hallinan, Kaufman, Migden

Clerk: Joni Blanchard

9. File 255-94-1. [Mission Bay Transportation Projects Agreement]
Resolution approving the Transportation Projects Agreement, as amended, and approving the proposed revisions as within the scope of and as adequately described in the program EIR; see File 255-91-9.
(Resolution No. 120-92) (City Attorney)

The Mission Bay EIR is a program EIR pursuant to Section 15168 of the California Environmental Quality Act. The Board may find that the proposed revisions to the Transportation Projects Agreement are within the scope of the program EIR and are adequately described, for the purposes of CEQA, in the program EIR. This finding is based on EIR Addendum, "Memorandum to City Planning File 86.505E, dated March 24, 1994.

ACTION:

GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 235
SAN FRANCISCO, CA 94102

IMPORTANT HEARING NOTICE

194
CITY AND COUNTY

OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

DOCUMENTS DEPT.
April 29, 1994

SEP 26 2000

TO: Government Efficiency and Labor CommitteeSAN FRANCISCO
PUBLIC LIBRARY**FROM:** Budget Analyst**SUBJECT:** May 3, 1994 Government Efficiency and Labor Committee MeetingItem 1a - File 68-94-9**Department:** Mayor's Office of Children, Youth, and Their Families (MOCYF)**Item:** Resolution authorizing the Mayor to apply for, accept and expend \$800,000 from the United States Department of Agriculture (USDA) to sponsor the Summer Food Service Program for needy children in the City and County of San Francisco.**Grant Amount:** \$800,000**Grant Period:** May 1, 1994 to May 1, 1995**Source of Funds:** United States Department of Agriculture (USDA)**Project:** Summer Food Service Program**Description:** The proposed grant of \$800,000 is a continuation grant provided by the USDA to the Mayor's Office of Children, Youth, and Their Families (MOCYF) for the operation of the Summer Food Service Program (SFSP). The SFSP is a seasonal program operating during the months of June through August. The MOCYF will contract with the San Francisco Unified School District, which will prepare lunches and snacks for distribution to San Francisco youths 18 years of age and younger at program sites throughout San

Memo to Government Efficiency and Labor Committee
May 3, 1994 Government Efficiency and Labor Committee Meeting

Francisco. Such programs include summer camps, church-operated programs, Recreation and Park programs and housing project programs. The 1994 Summer Food Service Program will operate from June 27, 1994 through August 26, 1994. The MOCYF advises that the proposed grant amount of \$800,000 is incorrect and that the actual grant amount requested is \$794,108.

Budget: The MOYCF has provided the following budget for the Summer Food Service Program:

<u>Personnel</u>	<u>FTE</u>	
Program Coordinator	0.40	\$10,500
Assistant Coordinator	0.47	11,712
Office Assistant	0.25	3,900
Program Monitor (10)	<u>0.19</u>	<u>29.250</u>
Subtotal Personnel	1.31	\$55,362*
<u>Operating Expenses</u>		
Office Supplies		\$690
Telephone		1,000
Transportation**		988
Postage		75
Food***		691,540
Labor		42,963
Non-Food Supplies****		<u>1,490</u>
Subtotal Operating Expenses		<u>\$738,746</u>
Total Project Budget		\$794,108

* Mr. Brenton Lee of the MOCYF advises that because the above FTEs are temporary positions, no fringe benefits are provided.

** Transportation expenses consist of the following:

Ten MUNI Fast Passes (for ten Monitors) @ \$35 each for July and August, 1994	\$700
Ten MUNI Weekly Passes (for ten Monitors) @ \$9 each for the last three weeks of June, 1994	270
MUNI tokens for other staff	<u>18</u>
Total Transportation Expenses	<u>\$988</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 3, 1994 Government Efficiency and Labor Committee Meeting

*** This amount of \$691,540 for Food expenses will be paid to the San Francisco Unified School District, which will purchase and prepare the food. Funds for Food expenses will be allocated as follows:

\$1.98 per lunch x 277,000 lunches	\$548,460
\$0.49 per snack x 292,000 snacks	<u>143,080</u>
Total Food Expenses	<u>\$691,540</u>

**** Non-Food Supplies consist of such items as soap, garbage bags, utensils, etc. Mr. Lee reports that Non-Food Supplies funds can be used for operational expenses only and that if there are leftover monies in this account after the Summer Food Service Program is over, the remaining monies will be returned to the grantor.

Required Match: None

No. of Persons Served: Approximately 6,770 San Francisco youths

Indirect Costs: Provision for indirect costs are prohibited by the granting agency.

Comments: 1. Mr. Lee advises that expenditures have been incurred against the proposed grant for the Summer Food Service Program. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken.

2. The MOCYF is contracting with the San Francisco Unified School District to provide a total of 569,000 snacks and lunches to San Francisco youths for the Summer Food Service Program. The \$691,540 allocated for Food expenses will be paid to the San Francisco Unified School District to purchase and prepare the food.

3. Attached is a copy of the Summary of Grant Request form, as provided by the MOCYF.

4. A copy of the Disabilities Access Checklist is on file with the Clerk of the Board.

Memo to Government Efficiency and Labor Committee
May 3, 1994 Government Efficiency and Labor Committee Meeting

- Recommendations:**
1. Amend the proposed resolution to provide for ratification of action previously taken and to reflect the correct grant amount of \$794,108 (rather than \$800,000) in the title and body of the proposed legislation.
 2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Children, Youth and Their Families

Contact Person: Brenton Lee Telephone: 554-8990

Project Title: Summer Food Service Program Administrator

Grant Source: United States Department of Agriculture (USDA)

Proposed (New / Continuation) Grant Project Summary:

The Summer Food Service Program (SFSP) is a seasonal program that operates in the summer months of June through August. Subcontracted by the United States Department of Agriculture (USDA), the SFSP services youth 18 years of age and under in the city of San Francisco. Youth are served a lunch and/or snack at service sites throughout San Francisco. Sites include summer camp, summer youth, church-operated, S.F. Recreation and Park, and housing project programs. The 1994 Summer Food Service Program will operate from June 27 to August 26.

Amount of Grant Funding Applied for: \$800,000

Maximum Funding Amount Available: \$950,000

Required Matching Funds: NONE

Number of Positions Created and Funded: 45

Amount to be Spent on Contractual Services: \$700,000

Will Contractual Services be put out to Bid? NO

Term of Grant: One Year

Date Department Notified of Available funds: February 1, 1994

Application Due Date: May 20, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

SEE ATTACHMENT

Anthony Lincoln

Department Head Approval

Memo to Government Efficiency and Labor Committee
May 3, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-94-4

Departments: Department of Public Health
Fire Department

Item: Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$47,540, which includes indirect costs in the amount of \$6,790, based on 25 percent of personnel costs, from the California State Emergency Medical Services Authority, to provide for development of an Injury Prevention Program for prehospital personnel; and providing for ratification of action previously taken.

Grant Amount: \$47,540

Grant Period: June 25, 1994 through June 24, 1995

Source of Funds: California State Emergency Medical Services Authority

Project: Development and implementation of an injury prevention training program for prehospital emergency medical personnel.

Description: Ms. Abbie Yant, Assistant Director of the Department of Public Health's Emergency Medical Services (EMS) Agency, reports that the proposed grant would be used to both develop and implement an injury prevention training program for prehospital emergency medical personnel (i.e., Paramedics and Fire Emergency Medical Technicians - Is, known as Fire EMT - Is). According to Ms. Yant, currently there is little or no training provided to prehospital emergency medical personnel regarding how to help individuals in the community prevent major injuries from occurring that would result in the need for emergency medical services. Ms. Yant advises that in 1992, 19 percent of ambulance responses were due to injuries having occurred.

Ms. Yant estimates that approximately 200 Paramedics and approximately 600 Fire EMT - Is, or approximately 100 percent of the prehospital emergency medical personnel, would be trained under this proposed injury prevention training program. According to Ms. Yant, both the Paramedics and the Fire EMT - Is would receive the proposed training as part of their annual training programs and, as such, all prehospital emergency medical personnel would receive this injury prevention training within approximately one year. Ms. Yant reports that the training would be

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conducted by existing training officers who would be trained by the personnel to be funded under the proposed grant.

Budget: \$47,540. According to Ms. Yant, a detailed budget will be provided at the time DPH resubmits this proposed resolution to the Board of Supervisors (see Comment below).

Required Match: None.

Indirect Costs: \$6,790, which is equal to 25 percent of estimated salary costs.

Comment: The Department of Public Health has requested that this item be continued to the call of the Chair.

Recommendation: Continue the proposed resolution to the call of the Chair, as requested by the Department.

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Item 1c - File 150-94-1

Department: Recreation and Park Department (RPD)

Item: Resolution authorizing the Recreation and Park Department to apply for a grant in the amount of \$200,000 from the Urban Parks and Recreation Recovery Act for renovation of the Chinese Playground.

Grant Amount: \$200,000

Grant Period: The grant period would commence on the start-up date of the project and end when the project is completed. The RPD anticipates that, if the proposed grant funds are allocated to the City, the proposed project would commence by September of 1995.

Source of Funds: Federal Urban Parks and Recreation Recovery Act

Project: Chinese Playground Renovation

Description: The proposed grant funds would be used by the RPD to renovate the Chinese Playground which is located on Sacramento Street west of Grant Avenue. Such renovation would consist of (1) the demolition and removal of the existing unsafe play structure and the replacement of a new play structure which conforms with the Americans with Disabilities Act, and (2) landscape construction, planting and the installation of an irrigation system.

Budget:

Site Demolition and Preparation	\$30,000
Site Development	
Hardscape (i.e., paving, retaining walls)	40,000
Landscape	40,000
Play Equipment and Safety Surfacing	280,000
Planting and Irrigation	10,000
Subtotal	\$400,000
Contingency (10%)	40,000
Surveys	6,000
Planning and Design (Bureau of Engineering)	60,000
Construction Management and Lab Testing	45,000
Total	\$551,000*

* The \$551,000 estimated cost of this project is \$351,000 more than the proposed grant amount of \$200,000. The RPD advises that the \$351,000 would be paid for by Open Space Acquisition and Park Renovation Funds, of which approximately \$130,000 is appropriated in the RPD's FY

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1993-94 budget. According to the RPD, the remaining \$221,000 (\$351,000 minus \$130,000) would be paid for by Open Space Acquisition and Park Renovation Funds budgeted in the Department's FY 1994-95 budget. The RPD notes that \$60,000 of the \$351,000 in Open Space Funds represents required matching funds for the proposed grant.

Required Match: \$60,000 (to be paid for by Open Space Acquisition and Park Renovation Funds which are appropriated in the RPD's FY 1993-94 budget).

Indirect Costs: None (The Federal grantor does not permit these grant funds to be used to pay for indirect costs)

Comments:

1. The RPD advises that the grant application for the proposed grant funds has already been submitted. As such, the proposed resolution should be amended to authorize the RPD to apply for the proposed grant funds retroactively.
2. Attached is a grant summary, as prepared by the RPD, for the proposed grant funds.
3. The RPD has prepared a Disability Access Checklist for the proposed grant project, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the RPD to apply for the proposed grant funds retroactively and approve the proposed resolution as amended.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Recreation and Park

Contact Person: Elaine Molinari Telephone: 666-7024

Project Title: Chinese Playground Renovation

Grant Source; Urban Park and Recreation Recovery Act

Proposed (New/Continuation) Grant Project Summary:

Project will demolish existing unsafe play structure and replace with ADA conforming equipment, safety surfacing, landscape construction, planting and irrigation.

Amount of Grant Funding Applied for: \$200,000

Maximum Funding Amount Available: \$200,000

Required Matching Funds: 60,000

Number of Positions Created and Funded: 0 directly; job is contracted out

Amount to be Spent on Contractual Services: \$260,000

Will Contractual Services be put out of bid? yes

Grant Application Information Form
Page 2

Term of Grant: Lifetime of project

Date Department Notified of Available funds: December 1993

Application Due Date: April 15, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

UPARR grants available for facility rehabilitation (maximum \$200,000) or program innovation (maximum \$50,000). Require 30% local match (coming from Open Space funds). City must have long-term title to land; let it remain in current use for lifetime of rehabilitation project. Indirect costs not allowed.

Mary E. Burns

Department Head Approval

Mary E. Burns
General Manager

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Item 1d - File 192-94-1

Note: An amended resolution will be presented by the Department of Parking and Traffic to the Government Efficiency and Labor Committee at its meeting on May 3, 1994. As such, the following report reflects this proposed amended resolution.

Department: Parking and Traffic

Item: Resolution authorizing the Executive Director of the Parking and Traffic Department to commit ten percent local share (estimated to be \$20,237) of the total cost for the upgrade of railroad grade crossing safety devices at the intersections of 3rd Street and Arthur Way and of Evans Avenue and Rankin Street, with the balance of the funds for the project to be provided by Federal funds.

Amount: \$20,237

Project: Upgrade of Railroad Grade Crossing Safety Devices

Source of Funds: According to Mr. Roop Jindal of the Department of Parking and Traffic, local sales tax revenues (under Proposition B, approved by the City's voters in 1989) have been earmarked for this project.

Description: The California Department of Transportation (CALTRANS) administers a Federal program, known as the Surface Transportation Program for Local Railroad (STPLR), for the Federal Highway Administration. As part of this program, Federal funds are made available for local projects relating to improvement of railroad grade crossings. As such, the Department of Parking and Traffic (DPT) has presented two projects to CALTRANS for potential funding and CALTRANS has notified DPT that the projects will be funded, if the City and County of San Francisco will provide ten percent of the estimated project costs.

The two projects are described below. According to Mr. Jindal, both of the railroad grade crossing safety devices at these intersections have been identified by the California Public Utilities Commission (CPUC) as needing to be upgraded to meet the current Federal standards established by the Federal Department of Transportation.

- **3rd Street and Arthur Way** - Two cantilever flashers (which are flashing signals mounted on cantilevers that extend into and above the roadway) would be installed across

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3rd Street at this intersection, to warn vehicular traffic about approaching trains.

- **Evans Avenue and Rankin Street** - The existing flashers on the cantilevers that are installed across Evans Avenue would be upgraded from 8" to 12" in size, to provide enhanced warning to vehicular traffic about approaching trains. In addition, operation of the flashers and the existing warning gates would need to be connected to new traffic signals that the City plans to install at this intersection.

The above-mentioned railroad grade crossing safety devices are owned and operated by The Atchison, Topeka and Santa Fe Railway Company and, as such, The Atchison, Topeka and Santa Fe Railway Company would be providing the labor and materials to complete these upgrades. In addition, 90 percent of The Atchison, Topeka and Santa Fe Railway Company's costs of the upgrade would be reimbursed by CALTRANS and ten percent would be reimbursed by the City and County of San Francisco, at the time the project is completed, which is currently estimated to be in June, 1995.

Budget:

The budget that has been submitted to CALTRANS by The Atchison, Topeka and Santa Fe Railway Company for this project is shown below. Mr. Jindal reports that the costs shown in this budget appear to be reasonable, based on the work to be performed.

	3rd St. & <u>Arthur Way</u>	Evans Ave. <u>& Rankin St.</u>	Total Project
Labor	\$33,054	\$31,521	\$64,575
Material	54,387	37,648	92,035
Other (Including Contract Engineering and Equipment Rental)	15,456	11,910	27,366
Subtotal	\$102,897	\$81,079	\$183,976
Contingency	10,290	8,108	18,398
TOTAL	\$113,187	\$89,187	\$202,374
CALTRANS (@ 90%)			\$182,137
City/County of San Francisco (@ 10%)			20,237
			\$202,374

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Comment: According to Mr. Bond Yee, City Traffic Engineer, the upgrade of these two railroad grade crossings will increase public safety and as such, Mr. Yee believes it is reasonable for the City to contribute ten percent of the cost of this project.

Recommendation: Approve the proposed resolution.

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Items 1e and 1f - Files 89-94-13 and 89-94-14

1. The proposed resolutions would authorize enrollment of classification 2968 Social Services Manager, Investigations, in the Department of Social Services (File 89-94-13) and classification 1376 Special Assistant XVII (File 89-94-14) in the four departments listed below, in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classifications, which are not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolutions:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>	<u>Number of Employees Requesting Coverage</u>
Social Services Manager, Investigations	2968	1	1
Special Assistant XVII	1376	10	6

4. As shown in the above table, the Employee Relations Division (ERD) reports that it has received petitions requesting coverage signed by the majority of employees in each of the above-mentioned classifications.

5. The one employee in the 2968 Social Services Manager, Investigations classification is in the Department of Social Services. The ten employees in the 1376 Special Assistant XVII classification are in the Mayor's Office, the Department of Public Works, the Public Utilities Commission and the Airport.

Recommendation

Approve the proposed resolutions.

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Item 1g - File 94-92-6.2

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 19, 1994.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for a release of reserved funds for MUNI's Diesel Bus Rehabilitation Project.

Amount: \$674,800. (NOTE: \$674,800 is the amount of reserved funds that MUNI is requesting be released, not \$647,800 as shown on the calendar.)

Description: In September, 1992, the Board of Supervisors approved a resolution (File 94-92-6) for the PUC to apply for, accept and expend \$29,577,000 of State Transit Capital Improvement and local match funds to provide financing for nine MUNI projects. Of the \$29,577,000, \$16,605,050 was placed on reserve pending identification of the contractors, the MBE/WBE status of the contractors and the contact cost details. The proposed request would release \$674,800 of these reserved funds for MUNI's Diesel Bus Rehabilitation Project.

Comment: The PUC has requested that this item be continued until the next Government Efficiency and Labor Committee Meeting on May 17, 1994.

Recommendation: Continue the proposed request to the May 17, 1994 Government Efficiency and Labor Committee Meeting.

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Item 2 - File 97-94-24

Department Purchasing Department

Item: Ordinance amending Section 2.81 of the City's Administrative Code which sets forth a procedure for designating the City's Official Advertising newspaper, by leaving the designation of the Official Advertising newspaper to the discretion of the Board of Supervisors.

Description: Section 2.81 of the Administrative Code currently provides, in part, that the Board of Supervisors shall designate the official advertising newspaper or newspapers under the following guidelines (1) the Purchaser shall, on or before June 1st of each year, issue a bid for the publication of all official advertising of the City which is required by law, (2) as part of the bid process, the Purchaser shall require any person, firm or corporation responding to the bid to provide a declaration under penalty of perjury, certifying that during the term of the contract, they will provide for the delivery of newspapers to any individual or business entity in the City that requests such delivery on terms that are available generally to other customers of the bidder and (3) the Purchaser shall, not less than ten days after the date that the bid has been publicly advertised, report to the Board of Supervisors the amounts of each bid proposal received by the Department, and shall execute a contract(s) for the forthcoming fiscal year to the lowest reliable and responsible bidder(s). Thereafter, the Board of Supervisors shall, by resolution, designate said newspaper(s) as the official advertising newspaper(s) for the City.

The proposed ordinance would amend Section 2.81 by (1) entirely deleting the above noted guidelines, thus eliminating the Purchaser's current role in the selection of a contractor(s) to provide official advertising services and (2) adding language which states "For each fiscal year, the Board of Supervisors shall designate the official newspapers of the City and County by resolution adopted by July 1 of each fiscal year."

Comments:

1. If the proposed ordinance is approved, the Board of Supervisors selection of a newspaper to provide official advertising would only be subject to the provisions of Section 10.100 (f) of the Charter. Section 10.100 provides, in part, that the newspaper selected for official advertising must be a newspaper of general circulation published in San Francisco. General circulation is defined as "a newspaper published for the dissemination of local telegraphic news and intelligence

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of a general character, which has a bona fide circulation of at least 50,000 copies per calendar week and is printed in the City on three or more days in a calendar week".

2. The following information, which is based on a survey of three local jurisdictions, is in response to a question raised by the Government Efficiency and Labor Committee regarding the per line costs of newspapers outside of San Francisco which provide official advertising services:

<u>Newspaper</u>	<u>Newspaper Charges Per Column Inch</u>	
	<u>First Run</u>	<u>Subsequent Runs</u>
<u>San Francisco:</u>		
San Francisco Examiner		
Weekday	\$19.60	\$19.60
Sunday	\$50.12	\$50.12
San Francisco Independent	\$23.50	\$23.50
<u>Contra Costa County:</u>		
Contra Costa Times	\$12.70	\$12.70
Martinez News Gazette	\$6.95	\$6.95
<u>Alameda County:</u>		
Inner City Express	\$5.48	\$5.30
Oakland Tribune	\$28.00	\$28.00
Alameda Times	\$7.85	\$5.30
Berkeley Voice	\$8.25	\$6.20
Montclarion	\$8.25	\$6.20
<u>Santa Clara County:</u>		
San Jose Mercury News	\$69.88	\$69.88
Gilroy Dispatch/Morgan Hill	\$7.90	\$7.90
Los Gatos Weekly/		
Saratoga Times	\$25.00	\$25.00
Milpitas Post	\$12.00	\$12.00
San Jose Post Record	\$5.00	\$5.00

3. The amount of information that will fit into a given newspaper per column inch measurement will vary depending upon, among other considerations, the width of the column, the size of the type, the style of the type and the space between lines. Therefore, the rates charged per column inch by each of the above-noted newspapers are not directly comparable to one another. Furthermore, such charges can be based on different factors, such as varying costs, advertising revenues, etc. which make such comparisons very difficult. The Budget Analyst finds it difficult to draw specific conclusions from the above data.

4. The proposed ordinance, subject to the provisions of Charter Section 10.100, would enable the Board of

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Supervisors, each fiscal year, to designate any newspaper(s) as the newspaper(s) to be awarded the official advertising contract using any criteria which the Board of Supervisors determines to be in the best interest of the City.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 3 - File 225-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 19, 1994.

Item: Hearing to consider the status of the class action lawsuit filed by Stanislaus County and others against PG&E and to further consider appropriate action by the City and County of San Francisco.

Description: According to the City Attorney's Office, Stanislaus County and other parties have filed a class action lawsuit against Pacific Gas and Electric Co. (PG&E) regarding the rates that have been paid in California for natural gas that is supplied by PG&E. These rates are regulated by the California Public Utilities Commission (CPUC), which regularly reviews PG&E's rates to supply natural gas to its customers.

An Administrative Law Judge, who mediates the rate-setting process, determined that a rebate of approximately \$46 million should be awarded to PG&E ratepayers for the period 1988 through 1990. The CPUC has recently determined that rebates totaling \$115 million shall be awarded to PG&E customers for 1988 through 1990.

In addition, the CPUC is reviewing PG&E's rates for 1991 and 1992. The CPUC has not yet received a recommendation on either of those rate years as of the present time.

The class action lawsuit filed by Stanislaus County alleges that the rebate of approximately \$46 million established by the Administrative Law Judge for the period 1988-1990 does not reflect the full extent of overcharges to PG&E customers. The lawsuit further alleges that PG&E and its subsidiaries have engaged in anti-trust violations for which PG&E should be held liable for damages. PG&E has filed a motion in Federal Court to dismiss the Stanislaus lawsuit.

The City Attorney's Office has indicated that its representative, Mr. Tom Berliner, will be present at the May 3, 1994 meeting of the Government Efficiency and Labor Committee to review the details of the lawsuit and to answer questions concerning this matter.

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Item 4 - File 12-94-12

Item: Resolution opposing grant reductions and program restrictions and condemning other State legislative efforts to reduce or restrict entitlements to Aid to Families with Dependent Children (AFDC), Social Security Income/State Supplemental Program (SSI/SSP), In-Home Support Services (IHSS), and General Assistance (GA).

Description: The proposed resolution would oppose grant reductions and program restrictions, and condemn other State legislative efforts to reduce aid in the AFDC, SSI/SSP, IHSS, and GA programs. According to the Office of the Author of this legislation, the proposed resolution is intended to oppose grant reductions and program restrictions in both State and local welfare programs, including local initiatives to reduce aid payments or restrict eligibility in the City's General Assistance program.

In support of this policy resolution, the proposed resolution contains the following findings:

- AFDC benefits are now worth 24 percent less than they were in 1989 due to three years of cuts and a freeze in the Cost of Living Adjustment.
- The new State AFDC grant level is 61 percent of the Federal poverty guideline; with the additional maximum food stamp allocation, a typical family can receive only \$179 per month amounting to approximately 52 cents per meal.
- The 1993-94 AFDC grant for a family of three is \$607 and rent at the Fair Market Rate for a two-bedroom apartment in San Francisco is \$1,048.
- 95 percent of AFDC families exhaust from 70 to 90 percent of their incomes for rent.
- The enactment of AFDC cuts will increase the numbers of families who are homeless as well as shelterless.
- The economically disadvantaged of our State are the least able to shoulder the costs of California's deficit, and therefore SSI, SSP, IHSS, and GA recipients ought not to similarly be threatened by cuts to their benefits.
- Governor Wilson's proposal to limit benefits to recipients suffering disabilities related to substance abuse is cruel and dangerous.

Memo to Government Efficiency and Labor Committee
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Comments:

1. The Governor's proposed State budget for 1994-95 includes welfare proposals as follows:

Aid to Families with Dependent Children (AFDC):

- Grant Reduction: the Governor's proposed budget includes a 10 percent decrease in the AFDC grant for all AFDC recipients, effective July 1, 1994. Currently, the AFDC monthly grant for a family of three is \$607. (In contrast, the Basic Needs Standard established by the State for a family of three is \$715.) After the proposed 10 percent reduction, the AFDC grant for a family of three would be \$546.
- Transitional Grant: A family of three on AFDC currently receives a basic monthly grant of \$607, which would decrease to \$546 under the Governor's proposal. The Governor has proposed to establish a "transitional grant" for families who remain on AFDC longer than six months. A family of three would receive the proposed reduced grant amount of \$546 for the initial six months of aid (the "transitional grant"). After six months, the grant would be reduced by 15 percent, or by \$82, to \$464 (the "basic grant").
- Time Limited Aid: The Governor's proposed budget would establish a two year time limit on the provision of AFDC benefits for families with an able-bodied adult. Adults would receive job training services during the first two years, and the share of the grant provided for the adult would be eliminated after two years. Adults whose AFDC aid was terminated after two years would continue to be eligible for Food Stamps and MediCal benefits. The State Department of Health and Welfare estimates that approximately 60 percent of all welfare families receive aid for more than two years.
- Elimination of Special Needs Payments: Currently, pregnant women who do not already have children may receive AFDC as early as the first month of pregnancy. Such women may also receive a "special needs" allowance during the final three months of pregnancy. The Governor's budget proposes to postpone awarding an AFDC grant to pregnant women until the final three months of pregnancy (rather than awarding aid beginning in the first month) and to eliminate the special needs allowance.

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- Maximum Family Grant: If a woman who is receiving AFDC becomes pregnant while receiving aid, she would no longer be entitled to an increase in her grant level as the result of her pregnancy, under the Governor's proposal.
- Residence Requirement for Pregnant Teens
The Governor's proposed budget would require that pregnant teenagers or teenage parents would be required to live with their parent or legal guardian as a condition of receiving welfare assistance.

Supplemental Security Income (SSI):

- Two Year Time Limit: the Governor's proposed budget includes a two year time limit to recipients of SSI who are disabled as a result of drug or alcohol addiction. These aid recipients would be required to receive treatment and remain sober to receive aid.

In Home Support Services (IHSS)

- The Governor proposes to seek amendments to Federal law in order to authorize Federal reimbursements for family members who provide in-home support services under the IHSS program. If the Federal laws are not amended to authorize such reimbursements using Federal funds, the State would disallow reimbursements to family members who provide care. Support services would then be required to be provided by non-family members in order to be reimbursed.

General Assistance (GA)

- The Governor's budget does not include specific proposals to reduce General Assistance payments.

However, Ms. Heidi Suter in the Office of the City's Legislative Representative in Sacramento reports that a bill was introduced in the State Assembly to limit General Assistance eligibility to a maximum of six months for able-bodied adults. However, Ms. Suter reports that this bill died in committee approximately two weeks ago.

2. The Governor is expected to release a revised version of his proposed 1994-95 budget in early May, 1994. Ms. Suter states that the most significant legislative initiatives affecting welfare programs for 1994-95 are expected to be introduced in the Legislature only after the Governor's revised proposed budget has been released in early May, 1994.

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3. Under the City's Administrative Code, a General Assistance Cost of Living Adjustment (COLA) for 1994-95 will be granted effective July 1, 1994 unless the COLA is suspended by ordinance of the Board of Supervisors. On April 6, 1994, the Budget Committee considered a proposed ordinance (File 97-94-18) which would suspend the COLA in the City's General Assistance program for 1994-95. This proposed ordinance was tabled by the Budget Committee.

The Department of Social Services (DSS) estimates that the scheduled 1994-95 General Assistance COLA would increase GA aid expenditures by approximately \$1 million in 1994-95. DSS has not included the estimated \$1 million cost of the scheduled GA COLA in its proposed budget for 1994-95.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 5 - File 172-94-14

Department Department of Social Services (DSS)

Item: Resolution finding that the General Manager of the Department of Social Services has complied with the requirements of the City's Administrative Code and Charter and with the provisions of the State Welfare and Institutions Code pertaining to the award of the In-Home Supportive Services (IHSS) contract.

Description: The proposed resolution would authorize a new three year contract with National Homecare Systems for the period July 1, 1994 to June 30, 1997. National Homecare Systems, the current contractor for IHSS services, was selected on the basis of a competitive bid. The DSS advises that in response to its Invitation for Bids, the Department received only one bid from National Homecare Systems. According to DSS, National Homecare System's has very little competition because of the uniqueness of the service being provided and because of National Homecare System's dominance in this field by virtue of its size (it is a nation-wide organization) and its level of expertise. Mr. Anthony Nicco of the DSS advises that all of the other local jurisdictions in California which provide IHSS services, also contract with National Homecare Systems for those services.

IHSS services include domestic care, non-medical personal care and protective supervision services provided for the purpose of delaying or preventing out-of-home placement of the aged, blind or disabled by enabling them to remain in or return to their homes and thus avoid inappropriate institutionalization. IHSS services are provided to approximately 7,385 recipients monthly. Of these, approximately 1,420 cases are currently served under the National Homecare Systems contract paid for from 100 percent Federal and State funds and Local Health and Welfare Trust funds (State funds), which represent the local share of costs. The balance of the IHSS cases are served by individual non-contract IHSS providers who are hired directly by their clients and paid for by State and Federal funds and Local Health and Welfare Trust Funds (State funds). Effective July 1, 1994, services will also be provided by a yet to be identified non-profit agency, which would also be funded by State and Federal funds and Local Health and Welfare Trust Funds (State funds).

The proposed hourly rate for the IHSS contract services for the renewal period of July 1, 1994 through June 30, 1997 is

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\$12.28, the same rate that has been charged since December, 1992. DSS reports that the total contract cost with National Homecare Systems is \$7.36 million annually or approximately \$ 22.1 million for the three year contract. This contract is presently funded by 100 percent State and Federal Funds and Local Health and Welfare Trust (State funds). The proposed contract, as submitted to the Board of Supervisors, would not require any funding from the City's General Fund (However, see Comment No. 3 below).

The average monthly budgeted costs of the current and proposed contracts are as follows:

	<u>Current Contract</u>	<u>Proposed Contract</u>
Direct Service Hours	<u>50,000</u>	<u>50,000</u>
Direct Service Wages	\$308,024	\$317,560
Travel Wages	13,500	10,625
Training Wages	3,122	3,201
Sick Leave	10,234	10,443
Vacation	11,740	11,900
Holiday	9,588	<u>10,238</u>
Subtotal	\$356,208	\$363,967
Social Security	\$27,250	\$27,843
Social Security (Administrative)	2,732	2,908
Federal Unemployment Insurance	2,265	2,912
Federal Unemployment Insurance (Administrative)	197	135
State Unemployment Insurance	10,193	13,467
State Unemployment Insurance (Administrative)	472	626
Workers Compensation	63,156	49,754
Workers Compensation (Admin.)	578	498
City Payroll Tax	5,343	5,460
City Payroll Tax (Administrative)	536	570
Health/Insurance	40,954	42,695
Health Insurance (Administrative)	2,791	1,994
Dental Insurance	2,151	1,986
Dental Insurance (Administrative)	168	136
Pension Plan	16,786	16,750
Supervisory Salaries	31,547	32,500
Admin. Staff Salaries	2,500	2,916
Clerical Wages	1,667	2,600
Liability & Insurance	7,884	2,002
Fidelity Performance Bonds	5,149	4,583

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	<u>Current Contract</u>	<u>Proposed Contract</u>
Mileage	\$8,333	\$10,000
Mileage (Administrative)	417	500
Rent	2,500	3,300
Equipment Maintenance	375	375
Accounting & Data Processing	1,250	1,250
Telephone	1,833	2,000
Postage	625	625
Photocopying/Printing	625	625
Supplies	1,200	1,200
Personnel Advertising	83	83
Home Office Expense	5,833	5,833
Miscellaneous	<u>2,663</u>	<u>2,721</u>
Total Expenses	\$606,264	\$604,814
Profit	<u>7,066</u>	<u>8,933</u>
Total Budget	\$613,330	\$613,747
Rate Per Hour	\$12.28	\$12.28

A total of 1,800,000 hours of direct client services will be provided under the proposed three year IHSS contract, based on 50,000 hours per month or 600,000 hours per year, which is identical to the current contract.

Comments:

1. On April 18, 1994, the Board of Supervisors conducted a hearing pursuant to Welfare and Institutions Code Section 12302.1 (b) (2) to determine whether the DSS complied with the requirements of the Administrative Code and Charter of the City and County of San Francisco and the provisions of the Welfare and Institution Code pertaining to the awarding of an IHSS contract to National Homecare Systems.
2. At the above-noted hearing, Local 250 urged the Board of Supervisors to increase the maximum hourly rate under National Homecare Systems contract by \$1.00 from \$12.28 to \$13.28.
3. The IHSS contracting process and maximum hourly rate are governed by State law. For the past three years, the State has set San Francisco's maximum rate at \$12.28. This year, the State has authorized a maximum hourly rate of \$13.28, or a \$1.00 per hour rate increase. However, the State is not

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allocating additional funds to the City to pay for this increase. As such, if the Board of Supervisors were to authorize that the rate be increased to \$13.28, the City would have to use General Fund monies to pay for the State and local share of the additional cost of the \$1.00 hourly rate increase. (see Comment 5 below).

4. The DSS reports that the In-Home Supportive Services Program authorizes a total of approximately 6,000,000 annual service hours annually. As previously noted, services are currently provided by independent providers and National Homecare Systems. Effective July 1, 1994, such services will also be provided by a yet to be identified non-profit agency. The 6,000,000 annual service hours would be distributed among the three modes of service as follows:

	<u>Hours of Service</u>	<u>Annual Cost</u>
National Homecare Systems	600,000	\$7,366,666
Independent Providers	5,250,000	25,653,641
Non-Profit Agency	150,000	1,842,000
Total	6,000,000	\$34,862,307

5. The DSS advises that the employees of National Homecare Systems currently receive wages and benefits ranging from \$5.00 per hour to \$8.00 per hour. According to the DSS, by comparison, independent providers are currently paid \$4.25 per hour with no benefits except for workers compensation benefits. Mr. Nicco reports that because of the lack of General Fund resources, the DSS does not believe that it would be fiscally prudent to authorize the proposed \$1.00 rate increase. However, the DSS believes that if the Board of Supervisors authorizes a \$1.00 rate increase, consideration should be given to increasing the rate for all three service modes. Attached is a table prepared by the DSS which outlines the estimated additional cost to each of the three service modes based on the proposed \$1.00 rate increase. The additional annual cost to the City's General Fund would be \$4,447,568, if the \$1.00 rate increase is authorized for all three service modes. If the increase is only authorized for National Homecare Systems, the additional cost to the General Fund would be \$394,543.

6. The DSS notes that if the maximum hourly rate is increased by \$1.00 from \$12.28 to \$13.28, there is no assurance that the \$1.00 rate increase would be paid to the employees under the National Homecare Systems contract,

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because payment is made by the City directly to the contractor. According to DSS, any increase in the hourly rate to the contract employees would be predicated on Local 250 successfully negotiating a wage benefit package with National Homecare Systems which would increase their employees wages and benefits by the \$1.00 per hour increased rate.

8. Approval of this proposed IHSS contract from the State SDSS is contingent upon the Board of Supervisors approval of the proposed resolution.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

SF DSS

IHSS Hourly Increase Estimates

	Budget Hourly Rate	Federal	State	County	TOTAL	Contra Estimate
Budget National	\$12.28	2,089,938	3,095,506	1,666,811	6,852,255	7,368,000
\$1.00 hourly increase	\$13.28	163,458	0	394,543	558,001	
Budget New Contract	\$11.99	612,173	908,719	488,233	2,007,125	1,842,000
\$1.00 hourly increase	\$12.99	49,038	0	118,363	167,401	
Budget IP Mode	\$4.25 *	7,824,361	11,589,032	6,240,248	25,653,641	
\$1.00 hourly increase	\$5.25	1,630,120		3,934,662	5,564,782	
Total Increase		1,842,616	0	4,447,568	6,290,184	

Current Phase B budgeted amounts reflect spending estimates for the budget year. Actual contract amounts will be budgeted and revenue estimates updated at the time the contracts are approved.

The above hourly increases reflect current budgeted caseload and average hours paid per case with \$1.00 per hour added. Were such hourly increases implemented, DSS considers that all such increase would be paid at an approximate 30% Federal Title XIX share (as currently) with the balance of 70% from local funds.

- * IP hourly rate is \$4.25 paid directly to providers, plus \$0.35 in Workers Comp equals \$4.61

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Item 6 - File 210-94-1

Department: Department of Social Services (DSS)

Item: Resolution directing the Retirement Board to provide workers compensation insurance under the City's self-insurance program to General Assistance Workfare Program participants.

Description: As part of the City's General Assistance (GA) program, the Department of Social Services (DSS) places GA recipients in jobs, under the GA Workfare Program, which have been made available in other City agencies, including the Department of Public Works and MUNI. Workfare is a program which requires employable GA recipients to perform their assigned job in exchange for their monthly General Assistance grant. GA recipients are required to participate in workfare or alternative job placement programs as a condition of receiving assistance.

The City Attorney's Office reports that the City is responsible to provide workers compensation insurance coverage on behalf of workfare participants, who are regarded as "employees" of the City for purposes of workers compensation coverage.

DSS reports that the cost to continue to provide workers compensation insurance through the State Compensation Insurance Fund (SCIF), which has previously insured the City's workfare participants, is expected to be approximately \$338,000 in 1994-95. However, DSS estimates, based on historical workers compensation claims among workfare participants, that the actual cost of workers compensation benefits for workfare participants in 1994-95 would not exceed \$50,000, if these benefits were self-insured by the City, or \$288,000 less than the cost of the SCIF premium for workers compensation insurance in 1994-95. Mr. Keith Grand, the City's Risk Manager, believes that the City should include workfare recipients in the workers compensation self-insured pool (as discussed below at Comment 6).

Under the City's Charter, workers compensation benefits are administered exclusively by the City's Retirement Board. On April 12, 1994, the Retirement Board agreed to provide self-insured workers compensation coverage for workfare participants during an interim period (through June 18, 1994) in order for the Board of Supervisors to establish a formal policy to include General Assistance workfare

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participants in the City's self-insured workers compensation program. The previous insurance policy for workfare participants with the SCIF was cancelled effective April 19, 1994. A new insurance policy would have to be purchased if the Retirement Board decides not to include workfare participants in the City's self-insured workers compensation program after June 18, 1994.

The proposed resolution would (1) recognize General Assistance recipients who participate in the workfare program as "employees" for the purposes of workers compensation insurance coverage; (2) direct the Retirement Board to include General Assistance workfare participants in the City's workers compensation self insurance pool; and (3) direct DSS to request funds in its 1994-95 budget to pay the cost of any claims liability incurred as a result of injury to a General Assistance workfare participant [DSS has estimated these costs at \$50,000 for 1994-95].

Comments:

1. Charter Section 8.515 delegates exclusive authority to the Retirement Board to determine whether the City should self-insure its workers compensation liability or "re-insure" its liability by purchasing commercial workers compensation insurance coverage. According to Mr. Dan Maguire of the City Attorney's Office, it is not legally necessary for the Retirement Board to obtain approval from the Board of Supervisors to include workfare participants in the City's self-insured workers compensation program. Rather, the Retirement Board currently has the exclusive authority under Charter Section 8.515 to determine whether to include workfare participants in the City's self insured program or to purchase commercial insurance for these participants, according to Mr. Maguire.

According to Ms. Clare Murphy, General Manager of the Employees Retirement System (ERS), the Retirement Board has requested a policy statement by means of this proposed resolution from the Board of Supervisors to include workfare participants in the City's self-insured workers compensation insurance program (at an estimated 1994-95 cost savings of \$288,000) because: (1) workfare participants have not been traditionally defined as City employees; (2) in the past, the Retirement Board has requested similar policy statements from the Board of Supervisors concerning workers compensation coverage for other non-Civil Service personnel who perform City services (such as volunteers); and (3) the Retirement Board believes that a policy statement from the Board of Supervisors would be consistent with the City's interest in controlling workers compensation costs.

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2. As previously noted, the cost of SCIF workers compensation insurance for workfare participants would be \$338,000 in 1994-95. Ms. Judy Schutzman of DSS reports that in 1993-94 the cost of the premium was \$98,000. The premium was increased by \$240,000, or 245 percent, for 1994-95 because the number of workfare participants will increase from approximately 500 in 1993-94 to approximately 1,500 in 1994-95, according to Ms. Schutzman.

Ms. Schutzman reports that the workfare program has had fewer than 100 workers compensation claims over the last 12 years, and has incurred total workers compensation costs of \$98,061 over the last ten years, or an average of \$9,806 per year. In three of the past ten years, no claims were filed at all by workfare participants. (DSS statistics concerning workers compensation costs for workfare participants are attached to this report.) Based on this past experience, DSS estimates that the workers compensation costs for workfare participants in 1994-95 will not exceed \$50,000. DSS believes that this is a reasonable budget estimate of its 1994-95 claim expenditures (even though the number of workfare participants will increase in 1994-95), since total claim costs for workfare participants over the last ten years have been only \$98,061.

Therefore, DSS estimates that it would save \$288,000 in 1994-95 if workfare participants were included in the City's self-insured workers compensation program and incurred actual claims costs of \$50,000, in lieu of purchasing commercial workers compensation insurance for workfare participants at a cost of \$338,000.

Ms. Murphy agrees that this historical claim information does demonstrate that DSS has incurred substantially lower workers compensation claim costs over the last ten years than it has paid in SCIF premiums for workers compensation insurance. However, Ms. Murphy states that historical data cannot be reliably used to predict the City's future liability, and that a single serious accident involving workfare participants could result in significant workers compensation liability to the City, if the workfare participants were included in the City's self-insured workers compensation pool.

Although DSS has requested the Retirement Board to include workfare participants in the self-insured pool, the Retirement Board has requested specific direction from the Board of Supervisors whether to include workfare participants in the

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self-insured pool. DSS has therefore requested approval of the proposed resolution for purposes of having self insurance for the GA workfare program participants.

3. Ms. Schutzman states that, if a workfare participant were injured on the job and received workers compensation payments for a loss of income (the GA grant) resulting from the injury, the amount of the GA grant would be reduced by the amount of the workers compensation payments. According to Ms. Schutzman, this is consistent with the City's General Assistance Ordinance, which states [Administrative Code Section 20.57(f)] that the amount of a GA grant is based on the maximum grant to which the individual is entitled, "less any cash received from sources other than General Assistance which is or will be available to the recipient during the month for which aid is paid." Thus, the amount of the GA grant would be offset by the amount of the workers compensation benefits paid to the workfare participant, according to Ms. Schutzman.

4. Workfare participants receive a maximum monthly GA grant of \$345, or approximately \$80 per week. The ERS reports that, under the workers compensation laws, workers who earn less than \$126 per week receive workers compensation payments in amounts which are equivalent to the earnings which are lost due to the injury. Therefore, a workfare participant who is injured and unable to perform his or her workfare assignment would be entitled to receive not more than approximately \$80 per week in workers compensation benefits.

5. Since the GA grant of an injured workfare participant would be fully reduced by the amount of any workers compensation payments made to the injured worker, a workfare participant could not realize higher income by fraudulently claiming to be injured than by reporting to his or her workfare assignment, according to Ms. Schutzman.

6. Mr. Keith Grand, the City's Risk Manager, states that he would oppose the proposal to include workfare participants in the City's self insured pool if workfare participants could potentially receive workers compensation benefit payments which were higher than or in addition to their usual General Assistance grant. However, since the City would not be required to make higher payments in workers compensation benefits than in General Assistance benefits paid to an injured workfare participant (as discussed at Comment 4 above), and since the GA grant would be reduced by the amount of any workers compensation benefits paid to the

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worker (as discussed at Comment 5 above), Mr. Grand reports that he supports the proposal to include workfare participants in the City's workers compensation self-insured pool.

7. As discussed above, the City would not pay more as compensation for lost income to a GA recipient than it currently pays in the form of a General Assistance grant. Therefore, there would be no risk of increased financial liability to the City by compensating workfare participants for lost income following a work-related injury.

However, the Budget Analyst notes that, if injuries to workfare participants during 1994-95 result in workers compensation benefits for other than compensation for lost wages (including medical costs, life pensions, or death benefits), and if the cost of these benefits exceed \$338,000 (equal to the cost of obtaining SCIF insurance coverage in 1994-95), then the City will experience a financial loss by self-insuring these benefits rather than purchasing the SCIF insurance coverage.

8. The proposed resolution would "direct DSS to request funds in its budget to cover the cost of any claims liability incurred as a result of an injury to a General Assistance workfare participant." The proposed resolution should therefore be amended at page 2, lines 20-21 to read, "Resolved, that the Board of Supervisors hereby urges the Mayor to direct the Department of Social Services to request..." where it now reads, "Resolved, that the Department of Social Services is hereby directed to request..." .

9. Whereas the proposed resolution would "direct" the Retirement Board to include workfare participants in the self insured program, the title of the proposed resolution states incorrectly that the proposed resolution would "authorize" the Retirement Board to include workfare participants in the self insured program. The title of the proposed resolution should therefore be amended by substituting "directing" for "authorizing."

The title of the proposed resolution also omits reference to two additional resolve clauses, (1) recognizing General Assistance recipients who participate in the workfare program as "employees" for purposes of workers compensation insurance coverage, and (2) directing DSS to request funds in its budget to cover the cost of any claims

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liability incurred as a result of an injury to a General Assistance workfare participant.

The title of the proposed resolution should be amended to read:

Recognizing General Assistance recipients who participate in the workfare program as "employees" for purposes of workers compensation insurance coverage; directing the Retirement Board to include General Assistance workfare participants in the City's workers compensation self-insurance pool; and urging the Mayor to direct DSS to request funds in its budget to cover the cost of any claims liability incurred as a result of an injury to a General Assistance workfare participant.

DSS has included \$50,000 in its proposed 1994-95 budget for workers compensation liability for GA workfare participants.

- Recommendations:**
1. Approval of the proposed resolution, which would direct the Retirement Board to include General Assistance workfare participants in the City's workers compensation self-insurance pool, for an estimated cost savings in 1994-95 of approximately \$288,000 if actual workers compensation benefits for workfare participants do not exceed \$50,000, is a policy matter for the Board of Supervisors.
 2. If the proposed ordinance is approved, amend the proposed ordinance at page 2, lines 20-21, by substituting "Resolved, that the Board of Supervisors hereby urges the Mayor to direct the Department of Social Services to request..." where it now reads, "Resolved, that the Department of Social Services is hereby directed to request...".
 3. If the proposed ordinance is approved, amend the title of the proposed ordinance to read as follows:

Recognizing General Assistance recipients who participate in the workfare program as "employees" for purposes of workers compensation insurance coverage; directing the Retirement Board to include General Assistance workfare participants in the City's workers compensation self-insurance pool; and urging the Mayor to direct DSS to request funds in its budget to cover the cost of any claims liability incurred as a result of an injury to a General Assistance workfare participant.

GENERAL ASSISTANCE WORKFARKE PARTICIPATION

<u>Year</u>	<u>Average Indiv. per Month</u>	<u>Average Work Slots per month</u>	<u>Number of Claims</u>	<u>Total Cost of Claims</u>	<u>Ave. Cost per Claim</u>
1984/85	829	3,702	26	\$13,802	\$ 531
1985/86	726	2,950	18	23,827	1,324
1986/87	678	3,077	5	600	120
1987/88	509	2,429	3	341	114
1988/89	406	1,037	0	0	0
1989/90	419	1,038	0	0	0
1990/91	520	1,968	5	34,875	6,955
1991/92	520	1,968	0	0	0
1992/93	445	2,232	7	19,916	2,845
1993/94 YTD	n/a	n/a	14	4,700	336
Total	78			\$98,061	
Average cost per claim					1,257

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Item 7 - File 25-94-12

Department	Department of Social Services	
Item:	Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Department of Social Services by a private contractor for a lower cost than similar services performed by City and County employees.	
Services to be Performed:	Janitorial Services for the Department of Social Services (DSS), at 170 Otis, 150 Otis, 1440 Harrison and at the Child Protective Services unit at San Francisco General Hospital, Building 80.	
Description:	The Controller has determined that contracting for janitorial services for fiscal year 1994-95 would result in estimated savings as follows:	
	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$255,432	\$309,167
Benefits	68,393	76,797
DPW Overhead	160,404	200,131
Operating Expenses	<u>53,000</u>	<u>53,000</u>
Total	\$537,229	\$639,095
<u>Contracted Service Costs</u>	<u>378,840</u>	<u>378,840</u>
<u>Estimated Savings</u>	<u>\$158,389</u>	<u>\$260,255</u>

Comments:

1. According to Ms. Judy Schutzman of the Department of Social Services (DSS), janitorial services for DSS at its various locations, were first certified as required by City Charter Section 8.300-1, for Fiscal Year 1978-79 and were provided by an outside contractor continuously from 1978 to 1991. Ms. Schutzman states that in 1991, the Office of the Controller did not certify the DSS's request for a Proposition J certification because DSS did not include in its application an estimate of the City-Operated Service Costs, if janitorial services were provided by DSS. Ms. Schutzman reports that the Department of Public Works (DPW) has provided janitorial services for DSS from 1991 until the present.

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2. According to Mr. Raymond Zahnd of the Department of Public Works, as a result of the proposed contract services for DSS, three permanent 2708 Custodians would be laid-off. In addition, Mr. Zahnd states that 6.5 temporary 2708 Custodian positions would be eliminated.
3. The Contracted Service Costs used for the purpose of this analysis is based on an informal bid from American Building Maintenance.
4. According to Ms. Schutzman, upon approval of the proposed resolution, DSS plans to issue an Invitation for Bids for these janitorial services.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.
6. Ms. Josie Mooney of the Service Employees International Union (SEIU), Local 790 reports that SEIU has not officially met with the Department of Social Services to discuss this proposed custodial contract of services. As of the writing of this report, Ms. Mooney indicates that SEIU is opposed to the proposed contracting out of DSS's custodial services.

Recommendation: Since this would be the first time such services are being contracted out since 1991 and since this contract would result in the layoff of three permanent 2708 Custodians, and the elimination of 6.5 temporary 2708 Custodian positions, approval of the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: SOCIAL SERVICESCONTRACT SERVICES: JANITORIALCONTRACT PERIOD: 7/1/94 - 7/1/95

- (1) Who performed activity/service prior to contracting out?

DPW BUILDING REPAIR FOR THREE YEARS.

PRIVATE CONTRACTED PRIOR

- (2) Number of City employees laid off as a result of contracting out?

9.5 PROPOSED

- (3) ... Explain disposition of employees if they were not laid off?

- (4) What percentage of City employee's time is spent on services to be contracted out?

100%

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

CONTRACTED OUT FOR 10 YEARS FROM 1983-1991

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1992. NOT CERTIFIED IN 1992 - CONTROLLER
WOULD NOT CONSIDER DPW OVERHEAD IN COST
CALCULATION.

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

PURCHASER AWARDS CONTRACT VIA COMPETITIVE
BIDDING INCLUDING MBE/WBE PREFERENCE

Department Representative:

JUDITH SCHUTZENBERGER

Telephone Number:

557-6432

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Item 8 - File 221-94-4

- Item:** Resolution urging the Mayor to urge the Department of Human Resources to conduct a comprehensive classification and compensation study and to work with labor organizations, City commissions and City departments in developing the study.
- Description:** The proposed resolution would urge the Mayor to urge the Department of Human Resources to begin a comprehensive study of the City's current classification and compensation systems for City and County employees. According to the proposed resolution, such a study is intended to produce recommendations to reform, improve and update the City's classification and compensation systems and provide for a fair, equitable, uniform and consistent approach to classifying work and setting salaries in the City. Furthermore, under the proposed resolution, the Board of Supervisors would urge the Mayor to urge the Department of Human Resources to work with labor organizations, City commissions and City departments to develop the proposed comprehensive study of the City's classification and compensation systems.
- Comments:**
1. Proposition L, approved by the San Francisco voters in November, 1993, which created the Human Resources Department, also mandated that the Human Resources Director establish a system of job classification. Mr. Wendall Pryor, the Human Resources Director reports that the proposed comprehensive classification and compensation study would result in a system of job classification, in compliance with Proposition L.
 2. Mr. Pryor reports that there are currently approximately 1,700 separate employee classifications in the City. According to Mr. Pryor, one of the purposes of the proposed classification and compensation study would be to reduce the number of separate classifications in the City. Mr. Pryor indicates that the last comprehensive classification and compensation study was conducted in 1961.
 3. Mr. Pryor estimates that a comprehensive classification and compensation study would take approximately three years to complete. Mr. Pryor reports that a combination of in-house Department of Human Resources staff, assisted by consultants having expertise particularly in technical compensation areas would conduct such a study. In addition, Mr. Pryor reports that several other City departments, such as the Port, Airport, Department of Public Works and the

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Health Department have indicated their desire to support such classification and compensation study efforts. For example, Mr. Pryor reports that the Department of Public Health has requested that a specific classification and compensation review of the Health Department's management staff be included.

4. In addition, Mr. Pryor reports that the proposed study would address classification and compensation issues regarding compliance with the Federal American with Disabilities Act (ADA) and the Fair Labor Standards Act. Furthermore, San Francisco's pay equity provisions would be evaluated.

5. Mr. Geoffrey Rothman of the Department of Human Resources reports that at a minimum, all non-uniformed employees (i.e., excluding Police, Fire, Transit Operators and Nurses) would be covered by the proposed classification and compensation study. In addition, Mr. Rothman reports that there may be some benefit to including the uniformed classifications, depending on the scope of the study.

6. According to Mr. Pryor, the total cost to conduct such a comprehensive classification and compensation study and the source of such funds has not been determined. However, Mr. Pryor estimates that it could take approximately six to eight hours per City employee, or between \$200 and \$300 per City employee to fully review classification and compensation issues. Based on approximately 23,000 permanent authorized City employees, this represents a cost of between \$4.6 million and \$6.9 million. Mr. Pryor indicates that in 1990, it was determined that such a study conducted by outside consultants would cost approximately \$1 million to \$2 million. As indicated above, Mr. Pryor reports that it would be more beneficial for the City to use a combination of in-house staff and outside consultants to conduct this study. However, it has not been determined how much work would be done in-house or by outside consultants.

7. Ms. Teresa Serata of the Mayor's Office reports that \$300,000 was set aside in 1991 for the then Civil Service Commission (currently the Department of Human Resources) to begin a classification and compensation study for the City. According to Ms. Serata, this \$300,000 has been carried forward since 1991 and would be available for use by the Department of Human Resources to initiate such a study. According to Mr. John Madden of the Controller's Office, a separate appropriation of these \$300,000 of funds would have

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to be requested by the Department and approved by the Mayor and the Board of Supervisors.

8. Ms. Serata indicates that the \$300,000 could be used by the Department of Human Resources to develop a formal task plan, to draft Request For Proposals (RFPs) for consultant services and to develop the necessary questionnaires and other tools or methods to be used during the study. However, Ms. Serata reports that prior to any other monies being allocated to the Department of Human Resources, the Department would have to complete a formal plan, outlining the specific areas that would be addressed by such a comprehensive classification and compensation study and the associated costs.

9. On April 25, 1994, the Board of Supervisors approved a motion directing the Budget Analyst to conduct an audit of positions whose base salaries, plus fringe benefits, exceed \$70,000 a year and are not covered by collective bargaining. This audit would determine the appropriateness of the salaries for each of these annual \$70,000+ positions, and include a comparison of salaries in the City with other Bay Area jurisdictions and major California cities and counties. Mr. Rothman indicates that the results of such an audit could be used as part of the proposed comprehensive compensation and classification study.

10. The City is currently considering placing a Charter Amendment on the November, 1994 ballot to restructure City employee's salaries and compensation.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 9 - File - 255-94-1

The proposed resolution would approve the Transportation Projects Agreement, as amended, for the Mission Bay Project and would approve the proposed revisions as within the scope of and as adequately described in the Environmental Impact Report.

The Board of Supervisors previously adopted resolutions approving the Mission Bay Development Agreement and the final Environmental Impact Report (EIR) associated with the Mission Bay Project. On February 25, 1991, the Board approved the Mission Bay Transportation Agreement, which specified the design and construction of related transportation projects to be constructed and operated in Mission Bay and the obligations of the City and Catellus Development Corporation (Catellus) in relation to such projects. In addition, the Mission Bay Transportation Agreement outlined the transfer of properties from Catellus to the City.

The Transportation Agreement provides for the construction of the following projects:

- 1) King Boulevard: The City will expand King Street to a 155-foot wide boulevard and will install MUNI Metro track lines, MUNI Metro stops at Fourth and Sixth Streets, traffic signals, sidewalks, pedestrian crossings, and landscaping. In association with this project, Catellus will donate approximately 4.23 acres of land located between King and Berry Streets and Third and Sixth Streets.

ESTIMATED PROJECT COST	<u>\$16,881,011</u>
------------------------	---------------------

PROPOSED SOURCES OF FUNDING:

Local Sales Tax (0.5%)	\$2,275,295
Federal Highway Administration (FHWA) Funds	13,555,716
Port of San Francisco	<u>1,050,000</u>
Total	<u>\$16,881,011</u>

- 2) MUNI Metro East Facilities and Access Tracks: MUNI would be able to construct a new light rail vehicles (LRV) storage and maintenance facility on approximately 8.16 acres of land within the Mission Bay Project area and bounded by Sixteenth, Owens and Mariposa Streets. Catellus owns 5.1 acres of the total of 8.16 acres on the Metro East site, while the City owns the remaining 3.06 acres. As part of the project, the City would use its "best efforts" to purchase the 5.1 acres from Catellus, as well as other smaller parcels, within five years of the effective date of the Agreement. In addition, MUNI would construct access tracks from Sixth and Berry Streets across a Mission Creek Channel rail bridge to a platform stop at Seventh and Channel Streets, and from Seventh and Channel Streets across Sixteenth Street to the Metro East Facility. The City has the option to purchase additional land along the proposed track

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right-of-way for the expansion of yard and storage areas, if required. Other Catellus-owned parcels along the access track right-of-way, totaling 2.32 acres, will be donated to the City.

ESTIMATED PROJECT COST:

Metro East Facilities	\$72 million
MUNI Metro Extension	23 million
Sixteenth Street Underpass*	<u>37 million</u>
Total Estimated Cost	<u>\$132 million</u>

PROPOSED SOURCES OF FUNDING:**

Federal	\$56 million
State	36 million
Regional/Local***	<u>40 million</u>
Total	<u>\$132 million</u>

- 3) Bus Pass Through: The City plans to construct an exclusive bus right-of-way in order to service a planned transit bus stop at the Seventh and Channel Streets Metro Station. As part of this project, Catellus will donate 0.48 acres of land to the City.

ESTIMATED PROJECT COST \$300,000

PROPOSED SOURCES OF FUNDING:**

Federal	\$200,000
State	50,000
Regional/Local***	<u>50,000</u>
Total	<u>\$300,000</u>

- 4) Trolley Coach Extensions / Coach Fleet Expansion: The City would also be responsible for the design and construction of all Trolley Coach or Motor Coach service extensions into the Mission Bay Project area. Catellus is responsible for providing utility poles and other infrastructure that would accommodate the placement of overhead trolley wires and other MUNI equipment.

ESTIMATED PROJECT COST \$17 million

PROPOSED SOURCES OF FUNDING:**

Federal	\$8 million
State	5 million
Regional/Local***	<u>4 million</u>

Total \$17 million

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- 5) MUNI Operations Staging and Support Facilities: The City would be responsible for the design and construction of all support and staging facilities associated with expanded MUNI Metro, Trolley, and Motor Coach service for the Mission Bay Project area.

ESTIMATED PROJECT COST	<u>\$10 million</u>
<u>PROPOSED SOURCES OF FUNDING:**</u>	
State	<u>\$5 million</u>
Regional/Local***	<u>5 million</u>
Total	<u>\$10 million</u>

- * The Metro access tracks from the Metro Stop at Seventh and Channel Streets to the Metro East Facility would cross Sixteenth Street. Ms. Gail Bloom of the Public Utilities Commission's (PUC) Finance Bureau reports that the construction of the Sixteenth Street underpass may not be financially feasible and that other options are currently being evaluated. Thus, funding for the Sixteenth Street underpass may or may not be required.
- ** According to Ms. Bloom, the exact sources of funding for these projects have not yet been identified since these projects are not scheduled for implementation until the end of the period covered by MUNI's current financial plan for 1993 through 2002.

- *** Regional funding may include the following: Transportation Development Act (TDA) funds, State Transportation Assistance (STA) funds, AB 434 funds, AB 664 funds, BART Capital Reserves, and Regional Measure Funds. Local funding may include: Hetch Hetchy capital funds, San Francisco Municipal Railway Improvement Corporation funds, Transit Impact Development Fees, and the Transportation Sales Tax.

In addition, Catellus agreed to pay for all remediation or toxic clean-up on project lands and to pay for the demolition of the existing I-280 Third Street stub and the Fourth Street off-ramp.

The Mission Bay Transportation Agreement was never executed, as Catellus preferred to wait until other land exchange agreements relevant to the Mission Bay Development Agreement, including the Port transfer and the City land transfer, were finalized. In the interim, Catellus and the various City departments involved, including the Public Utilities Commission (PUC), MUNI, the Office of the Chief Administrative Officer (CAO), and the Department of City Planning, have renegotiated various provisions of the Transportation Agreement. The major proposed revisions are as follows:

- 1) The City would have an additional seven years (for a total of 12 years from the effective date of the revised Transportation Projects Agreement) to purchase the 5.1 acres from Catellus, as well as other smaller

parcels, for the construction of access tracks leading to the Metro East Facilities. In the original Transportation Projects Agreement, the City could have purchased the parcels up until mid-1997. In exchange for this time extension, Catellus would retain air rights for the Metro East Site in excess of those air rights necessary for the construction, operation and maintenance of the Metro East Facility, provided that the use of these air rights conforms with the Mission Bay Development Agreement, the City Master Plan and Planning Code requirements for the site. As noted above, the Metro East Facilities Project would provide a new storage and maintenance facility to accommodate MUNI light rail vehicles (LRVs).

- 2) Due to the passage of time, the new Transportation Projects Agreement would amend the timelines for the land donations by Catellus. The first and second land donations for the King Boulevard project would be donated within 45 days after the effective date of the new Transportation Projects Agreement. The total acreage to be donated from Catellus to the City for the King Boulevard project would be reduced from 4.23 acres to 3.92 acres, as Catellus will transfer extra land directly to Caltrans for new freeway ramps. According to Ms. Robin Reitzes of the City Attorney's Office, the City would still have sufficient land to complete the King Boulevard project despite this reduction in Catellus' land donation.
- 3) Since Catellus will transfer two parcels of land in the vicinity of King Boulevard to Caltrans for the freeway ramp construction, certain portions of the parcels to be donated to the City would be subject to a permanent easement for the operation, maintenance and support of the freeway structures, as well as a temporary easement (through June 30, 1998) for the construction of the freeway structures.
- 4) Unless and until the City decides whether or not to develop a Sixteenth Street underpass, the City would take no administrative action to modify access to or from Sixteenth Street and Owens Street inconsistent with the Master Tentative Map for the Mission Bay area. The revised Agreement acknowledges that other governmental agencies with jurisdiction over the decision regarding grade separation on Sixteenth Street, such as the Joint Powers Board,¹ may have positions and make decisions independent of the City's position on grade separation.
- 5) Catellus would have no duty to construct the local access road to the Owens Street Bridge until the construction of various public improvements triggered by the Final Map, in conformance with the Mission Bay Specific Plan and Public Improvement Report, is completed.
- 6) The City would have no duty to construct the frontage roads adjacent to the new freeway ramps to be built by Caltrans until Catellus builds the

¹ The Joint Powers Board consists of the County of Santa Clara, the County of San Francisco, and SamTrans.

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new Berry Street, the local access road and the Owens Street Bridge. However, the City would be permitted to build interim frontage roads.

- 7) Catellus would donate approximately eight more feet at Sixteenth Street to the City for the Metro East Facility upon the City's approval of the deletion of a portion of the jogging path from Catellus' open space requirements under the Mission Bay Development Agreement and the Mission Bay Specific Plan. Ms. Reitzes advises that a portion of the jogging path must be eliminated because it will intersect with the MUNI Metro line at Sixteenth Street.
- 8) The revised Transportation Agreement would permit the coordination of the investigation and remediation of hazardous soils in the King Boulevard area so that the City could excavate such soils during construction, while Catellus would bear the responsibility for the disposal and remediation of the excavated soil.

Comments

1. The Department of City Planning has determined that the revisions of the Transportation Agreement would result in no new significant environmental impacts. Attached is a copy of the Department of City Planning's Addendum to the Environmental Impact Report.

2. Although the Real Estate Department has not yet performed a formal land valuation analysis, Mr. Larry Ritter of the Real Estate Department estimates that the land parcels to be donated to the City are worth approximately \$50 per square foot for land north of Channel Street (amounting to 3.92 acres of donated land) and \$25 per square foot for land between Channel and Sixteenth Streets (amounting to 2.8 acres of donated land). Based on these rough estimates, and given a conversion factor of 43,560 square feet per acre, the total of 6.72 acres of land to be donated by Catellus to the City is worth approximately \$11.59 million, as illustrated below:

3.92 acres north of Channel Street x 43,560 square feet x \$50	\$8.54 million
2.8 acres between Channel and Sixteenth Streets x 43,560 square feet x \$25	<u>3.05 million</u>
Total Estimated Value	\$11.59 million

Based on the above figures, the 0.31 acre reduction in the land donation by Catellus from a total of 7.03 acres to 6.72 acres would reduce the value of the land by \$670,000, from \$12.26 million to \$11.59 million.

3. The Real Estate Department reports that the land which the City proposes to purchase from Catellus is valued at between \$20 and \$25 per square foot, assuming the land is in a remediated (free of toxics) condition. Based on a range of \$20 to \$25 per square foot, the 5.1 acres of land to be purchased by the City from

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Catellus would be worth between \$4.44 million and \$5.55 million. However, Mr. Ritter emphasizes that the exact value of the land would be based on the future appraisal at the time of purchase, as specified in the Transportation Projects Agreement. Ms. Reitzes further advises that the City is not specifically obligated to purchase the 5.1 acre parcel. The agreement only specifies that the City will use its "best efforts" to purchase the parcel from Catellus. In addition, as noted above, the City has the option to purchase additional land along the proposed track right-of-way, if required.

4. According to Ms. Bloom, although the proposed amendments would reduce the value of the land donated to the City by Catellus, the proposed amendments to the Transportation Projects Agreement would otherwise have no significant fiscal impacts to the City because the proposed amendments merely alter the timing of the City's commitments to construct the various projects and do not require the City to perform any additional construction or to donate additional land.

Recommendation

Approval of the proposed amendments to the Mission Bay Transportation Projects Agreement is a policy matter for the Board of Supervisors.

MEMORANDUM

March 24, 1994

To: File 86.505E Mission Bay EIR

From: Barbara W. Sahm, Environmental Review Officer

Re: Revisions to the Transportation Projects Agreement

The City and County of San Francisco and Catellus Development Corporation have agreed to specific terms related to transportation projects to be carried out by the City and by Catellus in and around the Mission Bay area in a Transportation Projects Agreement (TPA or Agreement). That Agreement was approved by the Board of Supervisors in February, 1992. The Agreement establishes parameters and procedures for implementing portions of the Mission Bay Development Agreement in relation to the City's transportation projects in and adjacent to the Mission Bay area, including property transfers and remediation of hazardous waste in the soil in relevant areas. Since the TPA was signed, various City agencies and Catellus have been working on aspects of infrastructure in and near the Mission Bay area and have determined that some details of the TPA require revision. Some dates called out in the original Agreement are also proposed to be changed or extended.

The proposed revisions to the Transportation Projects Agreement do not substantially revise the transportation projects that are the subject of the TPA. These projects are, in summary: the King Boulevard street improvements, the MUNI Metro Extension from Market to Seventh Street, the proposed Metro East light rail storage and maintenance facility and its access tracks, the 7th and Channel bus pass-through area, extensions of trolley coach and diesel bus routes, and MUNI operations staging and support facilities such as transit shelters and operator restrooms.

Section 31.35(d) of the San Francisco Administrative Code states that a modified project must be reevaluated and that, "if on the basis of such reevaluation, the Department of City Planning determines that there could be no substantial change in the environmental effects of the project as a result of such modification, this determination and the reasons therefor shall be noted in the case record, and no further evaluation shall be required by this Chapter." This memorandum provides the determination and reasons, as discussed below. When changes are proposed to a project for which an EIR has been prepared, the State CEQA Guidelines require that the potential impacts of the revised project be reviewed to determine whether a subsequent or supplemental EIR is necessary (Sections 15162 and 15163). If a supplemental or subsequent EIR is not needed, then the Guidelines call for preparation of an Addendum to the EIR (Section 15164); this memorandum to File 86.505E serves as this Addendum. The Mission Bay EIR is a Program EIR as defined in Guidelines Section 15168. When using a Program EIR in decision making activities for individual projects or actions that are part of the Program, the projects must be examined in light of the information in the EIR to determine whether further environmental review is necessary. This Addendum serves as that examination.

The proposed revisions primarily concern housekeeping details such as dates that are no longer relevant, clarified wording, some minor boundary revisions based on more complete surveys and engineering information, and clarification of obligations of the parties to the agreement. For example, a definition of Regulatory Agency(ies) is added in section 1.22; Section 2.2 now shows "Metro East Facility" as the shortened wording for a new storage and maintenance facility for MUNI light rail vehicles, as a clarification only, since this short form was already used elsewhere in the original document; Section 2.7 adds the words "and/or diesel motor coach" to the text of the section to parallel the title and clarify the intent to extend either trolley coach or diesel bus lines within Mission Bay; Section 10.2.1.1 revises the time line for providing a Site Development Plan for and beginning construction of King Boulevard, based on more current information and engineering; and several section amendments clarify various City and Catellus obligations with regard to constructing local access roads/frontage roads related to actual need for those roads. It is clear that these details and clarifications and similar revisions not summarized above would not cause changes in Mission Bay development that would have significant environmental consequences or that would result in potentially new significant environmental impacts not described and analyzed in the Mission Bay EIR.

A few of the proposed revisions appear to be more substantive and bear discussion and analysis. Section 2.1 describes the expansion of King Street into King Boulevard, providing for an increase from the existing 70-foot right-of-way to an approximately 150 - 158-foot wide ROW. The original TPA called for a 155 - 158-foot wide ROW. The change of about 5 feet would not change the number of lanes on the new King Boulevard and is the result of more detailed engineering as the City prepares construction drawings. Therefore the change would not cause any change in the description of project alternatives and variants or any change in transportation impacts analyses as provided in the Mission Bay EIR.

Section 2.4 proposes to amend the discussion of the access tracks to the proposed Metro East LRV maintenance facility to provide for temporarily crossing Sixteenth Street at grade while funding is secured for a Sixteenth Street underpass, and to provide that the access track may be moved up to 5 feet to the southwest compared to the original expected location. The Metro East facility is called out as a mitigation measure in the Mission Bay EIR (page VII.E.201b) as well as included in Variant 12 (Chapter VII, pages VII.84 - 109). This proposed amendment would vary from the description of the Metro East facility provided and analyzed in the Mission Bay EIR in that the EIR discusses a grade-separated access (see pages VII.87 and VII.101-102). However, the proposed TPA revision provides only for a delay in construction of the grade separation, not elimination of the concept of a Sixteenth Street underpass. As explained in the first Memorandum to File 86.505E regarding the TPA, the details of construction and operation of the Metro East facility were not known at the time of EIR preparation or at the time of action on the TPA (Memo of December 6, 1991). The same is still accurate, in that planning, environmental review and design of the facility has not progressed far enough to analyze in detail any of its specific effects. A separate environmental review document will be prepared for the Metro East maintenance facility; this document will analyze construction and operational impacts of the facility prior to any formal decision to implement this project. The revisions to the TPA in no way finalize a decision to

carry out the Metro East project, but establish basic parameters of location, site cleanup and property transfer.

Related to the Metro East site, revision to Section 4.1.1 is proposed to provide a 12 year period to obtain proper funding and approvals to purchase a portion of the Metro East Site rather than 5 years, and to clarify that if the City determines prior to the end of the 12 years that it is no longer interested in the Metro East site, it can notify Catellus and release any interest. This new provision makes no physical changes that could have environmental impacts different from those described in the Mission Bay EIR. While the revisions more clearly acknowledge that the City could choose not to construct a maintenance and storage facility, several Alternatives in the Mission Bay EIR analyze a transportation system that include an extension of MUNI Metro to the Mission Bay area without providing for a maintenance facility (see Table V.3. Features of the Mission Bay Alternatives, section 6.2 MUNI on pages V.25 and 26 of the Final EIR).

A new Section 4.1.2 in the TPA would reserve to Catellus any air rights at the Metro East site in excess of those needed to provide for MUNI administrative offices as well as the storage/maintenance facility, provided that any use made by Catellus of these air rights must conform with the Development Agreement and City Master Plan and Planning Code requirements for the site (see proposed additions to the end of Section 4.1.4). The Mission Bay EIR presumed that support offices would be included on the Metro East site (see page VII.87), but not, of course, in excess of proposed zoning parameters; thus, if MUNI administrative offices did not fill the buildable envelope for the site, Catellus could develop the remainder of the site with office or other appropriate uses without exceeding the amount of development expected in the EIR analysis, which includes about 4.8 million square feet of office space throughout the Mission Bay area. Retention of air rights would not permit more development on the site or in the Mission Bay Plan area than would otherwise be permitted. Therefore, no new potentially significant impacts would result from retention or exercise of air rights on the Metro East site.

The MUNI Metro rail extension to Sixteenth Street would include donation of property for the tracks between Channel Street and Sixteenth Street, as described in the TPA in section 4.2.1. This section is proposed to be amended to delete a portion of a jogging path and its open space from the Master Tentative Map and the open space program. This revision is proposed because the jogging path would encroach on the MUNI Metro tracks in the area of Sixteenth Street. The loss of about a 50-foot long strip of jogging path, totalling about 1,400 sq. ft. of open space (less than 0.1 acre), would not be a significant loss in the context of over 60 acres of open space proposed/planned in the Mission Bay area as a whole (See Variant 12, page VII.86 and Figure VII.9 re open space). The jogging path obviously would be unsafe if built to lead joggers directly on to the Metro LRV tracks. Thus, this revision would not cause new significant environmental impacts different from those described in the Mission Bay EIR.

Revisions to Section 3.2.2 would permit coordination of investigation and remediation of hazardous soils in the King Boulevard area between Third and Sixth Streets such that remediation of hazardous soils could occur as part of construction of the boulevard and Metro extension rather than prior to construction. If the City chose to carry out remediation during

construction excavation, the excavation would be done at no cost to Catellus; Catellus would remain responsible for disposal of any hazardous materials removed from the excavation. The Mission Bay EIR provided extensive information on possible contaminated soils in the entire planning area, and set out a general mitigation scheme for investigation and remediation of contaminants (see pages VI.N.1 - 47, with remediation mitigation discussed in particular on pp. VI.N.41-43). The mitigation measures did not call out specific responsibilities on the part of the City or Catellus. The proposed revision to the TPA regarding responsibility for excavation and disposal of hazardous soils would not change the general mitigation measures called for in the EIR and adopted as part of the Mission Bay Development Agreement. Therefore, the revisions would not cause any new significant environmental effects requiring supplementation of the Mission Bay EIR.

Section 7.2.1 is proposed to be revised to permit MUNI to attach eyebolts to Catellus-owned structures if utility poles are not provided by Catellus, in order to allow for the electric trolley bus wires required to extend trolley bus service into the Mission Bay area. While this feature was too detailed to be included in the Mission Bay EIR, it is a common requirement of most major commercial buildings in the downtown area, in order to facilitate expansion of the transit system. Addition of eyebolts to buildings would not cause any environmental impacts to the buildings in the area, and would increase the flexibility of planning for transit expansion into the new neighborhood. No revisions are needed in the Mission Bay EIR to add this requirement to the TPA.

Other aspects of the TPA remain essentially as originally adopted, other than further housekeeping revisions not specifically enumerated above.

Based on the above analysis, no supplemental EIR is necessary: no important revisions are needed in the EIR to disclose new significant impacts as a result of the proposed changes in the TPA, no changes in circumstances related to the proposed transit projects have occurred that require important revisions in the EIR due to new significant impacts, no important new information has become available regarding the proposed project, and no new significant impacts would be caused by the project or would become substantially more severe as a result of the proposed revisions to the project in the TPA. This memorandum serves as an Addendum to the EIR because only minor additions are necessary to make the Mission Bay EIR current for the proposed revised project, and the revisions raise no new significant environmental effects. Therefore, no further environmental review is required.

cc. Romaine Boldridge
Secretary to the Public Utilities Commission

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Item 10 - File 25-94-10

Department **Office of the Controller**

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be practically performed at the Office of the Controller at 240 Van Ness Avenue, by a private contractor for a lower cost than similar work performed by City and County employees.

Services to be Performed: Janitorial Services at 240 Van Ness, Information Services Division (ISD)

Description: The Controller has determined that contracting for janitorial services for fiscal year 1994-95 would result in estimated savings as follows:

City-Operated Service Costs

Personnel \$39,256*

Contracted Service Costs 15,840

Estimated Savings \$23,416

* Personnel costs are calculated on the basis of one Department of Public Works staff person working 20 hours per week plus materials and supplies.

Comments: 1. This will be the first time that such janitorial services will be contracted out at 240 Van Ness Avenue. Currently, the Department of Public Works performs the janitorial services at 240 Van Ness under a \$39,256 work order from ISD.

2. The proposed resolution states that it would be less costly for the Office of the Controller to contract for janitorial services for FY 1994-95. The savings listed above in the Controller's analysis, represent the savings that will result by contracting out janitorial services during 1994-95. The proposed FY 1994-95 budget for the Office of the Controller is based on providing these services with Civil Service employees. Therefore, authorization to contract with a private firm will result in an estimated savings of approximately \$23,416 in the proposed Office of the Controller's FY 1994-95 budget.

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3. According to Mr. Raymond Zahnd of the Department of Public Works (DPW), a permanent employee currently provides four hours of janitorial services five days a week at 240 Van Ness for the Office of the Controller. Mr. Zahnd reports that this employee provides similar services at City Hall. Mr. Zahnd advises that, as a result of contracting out of these services at the Office of the Controller, one permanent 2708 Custodian would be laid off.
4. According to Mr. Henry Leigh of the Office of the Controller, the Office of the Controller will initiate a formal request for proposal process, pending approval of the proposed resolution.
5. The Contract Service Costs used for the purpose of this analysis is based on two informal bids and includes custodial services five days a week (excluding holidays) at the Controller's Office at 240 Van Ness.
6. Ms. Josie Mooney of Service Employees International Union (SEIU), Local 790 reports that SEIU is opposed to the proposed contracting out of custodial services for the Controller's ISD Office at 240 Van Ness.
7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Since this would be the first time such services are being contracted out and since this contract would result in the layoff of one permanent 2708 Custodian, approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department Controller's ISD
Contract Services Janitorial Services
Time Period July 1, 1994 to June 30, 1995

1) Who performed services prior to contracting out?

DPW - Building Repairs

2) Number of City employees laid off as a result of contracting out?

1/2 FTE

3) Explain disposition of employees if they were laid off.

Unknown

4) What percent of City employee's time is spent on services to be contracted out?

Unknown

5) How long have services been contracted out?

We have not contracted these services out before

6) What was the first fiscal year for a Proposition J Certification?

FY 1994-95 will be the first fiscal year

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Services will be provided by a minority-owned firm if it meets the Purchaser's requirement

Henry Leigh

Department Representative

Henry Leigh (Business Manager)

(Type Name Title)
703-8065

Telephone

cxlquespj

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Item 11 - File 25-94-7

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 19, 1994.

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner/Coroner can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner.

Description: The Controller has determined that contracting for body removal services for fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$144,890	\$175,900
Benefits	31,643	36,493
Total	\$176,533	\$212,393
<u>Contracted Service Costs</u>		
	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>		
	\$70,283	\$106,143

- Comments:**
1. This is the first time that such body removal services will be contracted out.
 2. According to Mr. Herbert Hawley of the Medical Examiner/Coroner's Office, the Medical Examiner/Coroner's Office plans to issue a Request for Proposals (RFP) from private companies for these body removal services in May, 1994, pending approval of the proposed resolution. Mr. Hawley advises that the contract will be bid and awarded in accordance with the City's MBE/WBE Ordinance.
 3. Body removal services currently require three FTE Medical Examiner Investigators. Therefore, three Medical Examiner Investigators would be eliminated if these services were contracted out, according to the Medical

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Examiner/Coroner's Office. The Medical Examiner/Coroner 's Office advises that no City employees would be laid off if this service is contracted out because three vacancies currently exist in the Department. According to the Medical Examiner/Coroner's Office, if the proposed resolution is approved, the three vacant positions would be eliminated.

4. The Contracted Service Costs are based on a cost of \$70 to remove two persons from a single site or \$55 to remove one person. The contract would provide for the removal of approximately 1,932 to 3,036 persons.
5. Mr. Bill Lloyd of the Service Employees International Union (SEIU), Local 790 reports that SEIU representatives will be meeting with the Medical Examiner/Coroner on May 2, 1994 to discuss the Unions concerns with the Department. Mr. Lloyd indicates that representatives from SEIU Local 790 will attend the May 3, 1994 Government Efficiency and Labor Committee Meeting to respond to questions from the Committee members regarding the issues of concern and the outcome of the meeting on May 2, 1994.
6. The Controller's supplemental questionnaire, with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Since this will be the first time that such services have been contracted out and since it is anticipated that three vacant Medical Examiner Investigator positions would be eliminated, approval of the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Medical Examiner For time Period 07/01/1994 on
Contract Services Body Removal Service

- 1) Who performed services prior to contracting out?
Medical Examiner's Investigators as a part of their other duties
 - 2) Number of City employees laid off as a result of contracting out?
0 (None)
 - 3) If the employees were not laid off as a result of contracting out, what happened to them? One is probably being promoted. (pending exam)
One was terminated
One has resigned.
 - 4) What percent of a City employee's time is spent on services to be contracted out? Variable as removals are made on an as needed basis, but this is a small part of the investigators work.
 - 5) How long have the services been contracted out? This is the first request, but this will be on-going .
 - 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.
H. Hawley
Department Representative
- Telephone: 553-1694

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Item 12 - File 25-94-9

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 19, 1994.

Department: Mayor's Office of Community Development (MOCD)

Item: Resolution concurring with the Controller's certification that Day Laborer Program services can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Day Laborer Program

Description: The Controller has determined that contracting for services included within the San Francisco Day Laborer Program for fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$86,834	\$100,174
Benefits	21,315	23,402
Other	11,540	11,540
Total	\$119,689	\$135,116
<u>Contracted Service Costs</u>	<u>94,965</u>	<u>94,965</u>
<u>Estimated Savings</u>	<u>\$24,724</u>	<u>\$40,151</u>

Comments: 1. This would be the first time that such services are being contracted out.

2. The Contracted Service Costs for the purpose of this analysis is based on the estimated costs for the program in FY 1994-95 submitted by the Coalition for Immigrant and Refugee Rights and Services (CIRRS), a non-profit agency that was selected as the result of a competitive bidding process to provide these contractual services.

3. Mr. Wayne Lawrence of MOCD advises that the Day Laborer Program was transferred at the outset of FY 1993-94 from the Office of the Public Guardian to the Mayor's Office of Community Development (MOCD), with the intention that the program would be contracted out to a non-profit agency. At the present time, the Day Laborer Program is

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administered directly by MOCD. Until February, 1994, the program was staffed with two on-site MOCD temporary employees. Mr. Lawrence advises that one of the temporary employees resigned at that time, and the program is currently being administered directly by one MOCD temporary on-site employee. MOCD advises that, if the proposed resolution is approved, the Day Laborer Program will be managed by a non-profit organization, the Coalition for Immigrant and Refugee Rights and Services.

4. Mr. Lawrence states that the existing temporary MOCD employee will be terminated by the MOCD when the contract begins, and may be hired by CIRRS.
5. The existing temporary MOCD employee is a 9732 Staff Aide II - Special Project, which is not a represented classification in the City. Therefore, there is no union response regarding this position.
6. The Controller's supplemental questionnaire with the Department's responses is attached.

Recommendation: Since this would be the first time such services are being contracted out and since this contract could result in the layoff of one temporary Civil Service employee, approval of the proposed resolution is a policy matter for the Board of Supervisors.

Attachment

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Mayor's Office of Community DevelopmentCONTRACT SERVICES: San Francisco Day Laborer ProgramCONTRACT PERIOD: March 1, 1994 thru June 30, 1994

- (1) Who performed activity/service prior to contracting out?

Two Civil Service Workers assigned to the project site and part time staff of the Mayor's Office of Community Development.

- (2) Number of City employees laid off as a result of contracting out?

Two.

- (3) Explain disposition of employees if they were not laid off?

Due to the high cost of operating the program with current civil service staff, the program would likely have to be discontinued and the onsite staff would be laid off in any case.

- (4) What percentage of City employee's time is spent on services to be contracted out?

On site staff are on the project full time. Two other staff spend approximately 1/3 and 1/4 of their times, respectively.

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

This will likely be an ongoing request for contracting out of this service.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1993/94 Fiscal year.

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

The contract would be given to a private nonprofit agency that is comprised primarily of Hispanic individuals. The contract would fit the department's MBE/WBE Action Plan.

Department Representative: Wayne Lawrence, Program ManagerTelephone Number: 554-8756

Memo to Government Efficiency and Labor Committee
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Item 13 - File 25-94-8

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of April 19, 1994.

Department: Parking and Traffic (DPT)

Item: Resolution urging that the Board of Supervisors concur with the Controller's certification that parking citation data entry services can be practically performed for the Department of Parking and Traffic Citation Division by a private contractor for a lower cost than similar services performed by City and County employees and authorizing the Department to contract for these services.

Services to be Performed:

Parking Citation Data Entry Services for the Department of Parking and Traffic Citation Division.

Description:

The Controller has determined that contracting for parking citation data entry services for fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$238,267	\$288,316
Benefits	<u>67,157</u>	<u>74,975</u>
Total	\$305,424	\$363,291
<u>Contracted Service Costs</u>	<u>216,000</u>	<u>216,000</u>
<u>Estimated Savings</u>	\$89,424	\$147,291

Comments:

1. This will be the first time that such data entry services will be contracted out.
2. The proposed resolution states that it would be less costly for the Department of Parking and Traffic (DPT) to contract for traffic citation data entry services for FY 1994-95. The savings listed above in the Controller's analysis, represent the savings that will result by contracting out traffic citation data entry services during FY 1994-95. The proposed FY 1994-95 budget for DPT is based on providing these services with Civil Service employees. Therefore, authorization to contract with a private firm will result in an estimated

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savings of \$89,424 to \$147,291 in the proposed DPT's FY 1994-95 budget.

3. The Contracted Service Costs are based on the lowest estimate of per unit costs for citation data entry services provided by three private contracting firms in response to a DPT request for cost information.

4. The passage of Assembly Bill 408 (A.B.408), which has decriminalized parking citations in California, necessitated the transfer of responsibility for processing, administratively reviewing and adjudicating parking citations from the Municipal Court to the Department of Parking and Traffic. The transfer of these functions occurred November 1, 1993. Processing and adjudication of moving violations remained the responsibility of the Municipal Court.

According to Ms. Jocelyn Kane of the DPT, the Department is currently processing parking citation data using ten Civil Service data entry clerks. These ten clerks were transferred on November 1, 1993 from the Municipal Court to the DPT, when the responsibility for processing, administratively reviewing and adjudicating parking citations was transferred from the Municipal Court to the DPT.

5. Ms. Kane states that ten City data entry positions will be deleted as a result of the proposed contract services. Ms. Kane notes that, because other City departments are also contracting with private firms for data processing, there are not likely to be vacancies in the Data Entry Clerk classification, and the ten Data Entry Clerks with the least seniority will be laid off.

6. According to Ms. Kane, the DPT plans to issue a request for proposals for these data entry services in May, 1994, pending approval of the proposed resolution. The DPT will request written bids from private data processing services and contract for the data entry of approximately 2,400,000 parking citations annually. Ms. Kane advises that the contract will be bid and awarded in accordance with all applicable City ordinances, including the MBE/WBE and LBE Ordinances.

7. The Controller's supplemental questionnaire with the Department's responses is attached.

8. Mr. Bill Lloyd of the Service Employees International Union (SEIU), Local 790 reports that the Union has raised questions concerning the legality of the proposed contracting

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out proposal, given the provisions of AB 408. Representatives of SEIU indicate that they will be meeting with the Director of the Department of Parking and Traffic to discuss this and other concerns regarding the proposed contracting out of parking citation data entry services. Mr. John Newlin, the Director of the Department of Parking and Traffic requests that this item be continued to the Call of the Chair, pending the outcome of the meetings with SEIU.

9. Since this would be the first time such services are being contracted out and since this contract could result in the layoff of ten Civil Service employees, approval of the proposed resolution will be a policy matter for the Board of Supervisors.

Recommendation: Continue the proposed resolution to the Call of the Chair, as requested by the Department.

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Department of Parking For time Period FY-1994-5
and Traffic
Contract Services Parking Citation Data Entry

- 1) Who performed services prior to contracting out?

San Francisco Municipal Court prior to Nov 1, 1993.

San Francisco Dept of Parking & Traffic as of Nov 1, 1993.

- 2) Number of City employees laid off as a result of contracting out?

10

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

100%

- 5) How long have the services been contracted out?

N/A

- 6) Will contract services meet goals of MBE/WBE Ordinance?

The Contract will be bid and awarded by the purchaser in accordance with all applicable City ordinances.

Jocelyn Kane
Department Representative

Telephone: 554-9821

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Item 14 - File 47-93-9

Note: This item was continued from April 19, 1994 Government Efficiency and Labor Committee Meeting.

Departments:	Parking and Traffic Real Estate
Item:	Ordinance approving the form of the Performing Arts Garage management agreement and the bidding documents and authorizing the Director of Property to request bids for management of the Performing Arts Garage using those documents.
Description:	The proposed ordinance would approve the form of the Performing Arts Garage management agreement and the related necessary bidding documents. The proposed ordinance would also authorize the Director of Property to request bids for management of the Performing Arts Garage. The term of the proposed management agreement would be five years. Under the provisions of the proposed management agreement, the City reserves the right to fix and determine the parking rates and the specific terms and conditions for operating the Performing Arts Garage. The specific parking rates charged at the Performing Arts Garage are subject to approval by the Board of Supervisors.
	The Performing Arts Garage is a 612-space parking facility, located on Grove Street, between Franklin and Gough Streets.
	To be qualified to bid on the proposed management agreement, a potential bidder must 1) be a certified economically disadvantaged business (or a joint venture of two such businesses), as determined by the City's Human Rights Commission, 2) have successfully managed or operated one or more attendant parking facilities having at least 200 parking spaces and gross monthly revenues of at least \$25,000 for a period of at least one year; and (3) show evidence of good financial standing and ability to perform the Manager's obligations under the proposed management agreement.

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Comments:

1. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, in an effort to increase the MBE/WBE participation in the management of City facilities, the Parking Authority Commission had initially set aside the management of two facilities for bidding by minority-owned and women-owned businesses only. However, Mr. Hagerty reports that Five Star Parking, the current operator of the Performing Arts Garage, submitted a written protest to the Department of Parking and Traffic concerning the proposed MBE/WBE set aside. Mr. Hagerty reports that the Parking and Traffic Commission held a public hearing on this matter on January 4, 1994. The Human Rights Commission, Contract Review Committee reviewed the public testimony and determined, in consultation with the City Attorney's Office, that there was not enough evidence to set aside the Performing Arts Garage contract for minority and women-owned businesses. However, the Contract Review Committee did recommend that the Parking Authority Commission set aside the contract for disadvantaged businesses.

Mr. Hagerty reports that the bid for the 1660 Mission Street Garage was set aside for MBE/WBEs only. The award of the management agreement for the 1660 Mission Street Garage was recently approved by the Board of Supervisors (File 47-93-11.1).

2. Mr. Hagerty reports that in accordance with the Human Rights Commission's definition, a disadvantaged businesses is defined as a firm which grosses \$2 million or less annually. Under the proposed arrangement to set aside this management contract for disadvantaged businesses, the City's bid preferences for minority, women and locally-owned businesses would still apply. As defined in Chapter 12D of the City's Administrative Code, a five percent bid preference would be awarded to locally owned businesses and a ten percent bid preference would be awarded to minority or women owned businesses.

3. The Parking and Traffic Commission recently evaluated the requirements for all necessary bonds to ensure that they would not be a barrier to qualified disadvantaged businesses. Mr. Hagerty reports that the Parking and Traffic Commission set (1) the bid bond for the proposed Performing Arts Garage operator at \$2,000, down from the original \$5,000, (2) the performance bond at \$120,000, down from the original \$225,000, and (3) the blanket

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fidelity bond at \$100,000 rather than approximately \$300,000. According to Mr. Keith Grand, the City's Risk Manager, Mr. Grand worked with the Department of Parking and Traffic to determine the appropriate levels of bonds needed to protect the City. Mr. Grand reports that the proposed lowered bond levels will provide adequate protection for the City.

4. Mr. Hagerty notes that there is currently an arrangement at the Performing Arts Garage that provides approximately 50 free parking spaces to employees of the City's Department of Public Works and Superior and Municipal Courts on weekdays.

5. According to Mr. Hagerty, not including the off-street metered parking lots, the Department of Parking and Traffic has a total of 15 garages and two surface operator parking lots, under its jurisdiction. Six of the garages are currently operated by non-profit corporations. Of the remaining nine garages and two surface lots, three garages and one surface lot are operated by City-certified MBE firms. Mr. Hagerty reports that none of the Department of Parking and Traffic's garages are operated by a disadvantaged business.

6. Five Star Parking is the current operator of the Performing Arts Garage. Five Star Parking's five year contract, expired at the end of September, 1993 and has continued to operate the Garage on a month-to-month basis. Under the current provisions of the contract, Five Star Parking pays the City 72.18 percent of the gross revenues, after deducting parking taxes, or a minimum of \$20,000 per month. In 1992-93, Five Star Parking paid the City a total of \$590,000 in net revenues. According to Mr. Hagerty, Five Star Parking is not a disadvantaged business and would therefore not be permitted to bid on the proposed contract to manage the Performing Arts Garage.

7. Based on the proposed bid documents, the future garage operator's contract would be in the form of a fixed rate operator contract rather than the current percent of gross lease arrangement. Under the proposed fixed rate operator contract arrangement, the garage operator would deposit all of the receipts from the garage into the City's account, on a daily basis. At the end of each month, the City would pay the operator the agreed upon management fee. This would enable the City, the use of such funds upfront, instead of the current arrangements, whereby the

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garage operator deducts their fee and pays the City the balance of the revenues at the end of each month. The Department of Parking and Traffic estimates gross revenues of approximately \$900,000 from the Performing Arts Garage in 1993-1994.

8. Award of the management agreement to a parking operator for the Performing Arts Garage will require separate future legislation, subject to approval of the Board of Supervisors.

9. According to Mr. Hagerty, the Department of Parking and Traffic has requested that the City Attorney's Office investigate how the proposed contract documents could be amended to require that employees currently working at the Performing Arts Garage under the existing contract could continue their employment at the facility with the new operator. Since the City Attorney's Office has not yet completed their analysis, Mr. John Newlin of the Department of Parking and Traffic has requested that this item be continued to the Call of the Chair.

10. Whether the proposed bids on the Performance Arts Garage should be limited to disadvantaged businesses only is a policy matter for the Board of Supervisors.

Recommendation:

Continue the proposed ordinance to the Call of the Chair, as requested by the Department.

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Item 15 - File 191-94-1

- Department:** Hetch Hatchy
- Item:** Resolution authorizing Hetch Hatchy Water and Power (Hetch Hatchy) to apply for a Special Use Permit transfer with the U.S. Department of Agriculture, Forest Service.
- Description:** The proposed resolution authorizes Hetch Hatchy to apply for a Special Use Permit transfer required from the U.S. Department of Agriculture, Forest Service for Hetch Hatchy to assume the ownership and maintenance for a stubline (a non-primary electrical transmission line) and to renew this Special Use Permit as is necessary.
- Since 1954, Hetch Hatchy has provided electrical power to Evergreen Lodge facilities in Tuolumne County via a customer-owned stubline. Hetch Hatchy has provided this service to the Evergreen Lodge due to the proximity of Evergreen Lodge to the Hetch Hatchy lines and the distance from an alternate source of power. The Evergreen Lodge, which is located at Camp Mather in Stanislaus National Forest in Tuolumne County, is a private, for-profit facility.
- The stubline fell into disrepair and failed during the winter of 1993 due to storm damage. Because of the remoteness of the facility and the need to effect a complete rebuild of the stubline in the short time remaining before the beginning of Evergreen's tourist season, Evergreen Lodge requested that Hetch Hatchy rebuild the stubline at Evergreen Lodge's expense.
- Comments:**
1. Mr. Carlos Jacobo of the Public Utilities Commission (PUC) reports that Hetch Hatchy rebuilt the stubline and was reimbursed by Evergreen Lodge for the cost of the repair work, in the amount of \$16,858.
 2. Mr. Jacobo states that it is in the City's interest to assume ownership and maintenance responsibility for the stubline, because Evergreen Lodge, which is located within the boundaries of the City's Camp Mather, represents an enhancement to the Camp. Operation of the Evergreen Lodge depends upon the availability of electricity. Under the proposed Special Use Permit, Hetch Hatchy would charge Evergreen Lodge a monthly fee of \$114.56 for maintenance and replacement of equipment, in addition to the actual billings for electrical usage. According to Mr. Jacobo, a monthly fee of \$114.56 will cover the costs of Hetch Hatchy to

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maintain the stubline. This will result in total annual revenues of \$1,374.72, not including electrical usage.

3. Mr. Jacobo reports that a Special Use Permit transfer is required from the U.S. Department of Agriculture, Forest Service, because the stubline is in the Stanislaus National Forest, which is under the jurisdiction of the U.S. Forest Service.

4. This permit contains an "Indemnification and Liability of the United States" clause that requires approval by the San Francisco Board of Supervisors. This clause would require that the City and County of San Francisco, the holder of the Special Use Permit, comply with all applicable Federal, State and local laws and regulations. The City would hold the U.S. government harmless for any violations incurred under these laws and regulations and for any costs, damages, claims, liabilities and judgments arising from past, present and future acts or omissions of the City in connection with the use or occupancy authorized by the permit. The City would also hold the U.S. harmless for any damage to life or property arising from the City's occupancy or use of land, property and other interest of the U.S. government.

5. Ms. Angela Karikas of the City Attorney's Office advises that the City Attorney has reviewed and approved the hold harmless agreements as to form and is of the opinion that the agreements adequately protect the City's interests.

Recommendation: Approval of this proposed resolution is a policy matter for the Board of Supervisors.

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Item 16 - File 64-94-7

Departments: Department of Human Resources
Employee Relations Division
Real Estate Department

Item: Resolution authorizing a lease renewal at the Fox Plaza,
1390 Market Street, for the Employees Relations Division of
the Department of Human Resources.

Location: 1390 Market Street, Suite 230 (Fox Plaza)

Purpose of Lease: Office space for Department of Human Resources,
Employee Relations Division.

Lessor: CALFOX, Inc.

**No. of Sq. Ft. and
Cost/Month:** Approximately 3,175 square feet @ \$1.3124/sq. ft./month =
\$4,167/month

Annual Cost: \$50,004

**% Increase Over
Previous Lease:** The annual cost of the previous sublease (See Comment No.
1), which commenced on November 1, 1990 and will expire
on May 31, 1994, was \$45,588, or \$1.196 per square foot per
month for 3,175 square feet. The proposed lease renewal
would provide for an annual increase of \$4,416, or 9.7
percent, over the current sublease rate.

**Utilities and Janitor
Provided by Lessor:** Yes

Term of Lease: June 1, 1994 through May 31, 1999 (Five years)

Right of Renewal: Yes

Source of Funds: General Fund - One month in the Department of Human
Resources, Employee Relations Division's (ERD) FY 1993-
94 budget and subsequently in each new fiscal year ERD
budget for the duration of the lease.

Comments:

1. Mr. Dunn of the Real Estate Department advises that
the new rental rate of \$1.3124 per square foot per month for
space at 1390 Market Street, Suite 230, is the fair market
value. Mr. Dunn reports that although the proposed lease
cost will increase by 9.7 percent, the previous rental rate of
\$1.196 per square foot was below the fair market value

when the lease was negotiated. According to Mr. Dunn, the City paid a rental rate at below market value because it was subleasing the space from Combs and Greenly, Inc., and sublease rental rates are typically below the fair market value.

2. Mr. Barry Stewart of the Mayor's Office advises that because the California State Police Department may be vacating its space at 44 Gough Street, the Department of Human Resources, which also has space at 44 Gough Street, might be able to expand its existing space at 44 Gough Street. Mr. Stewart reports that if the Human Resources Department chooses to occupy additional space at 44 Gough Street, the ERD will relocate to 44 Gough Street within the next four to six months. If such a relocation occurs, the City Attorney's Office may then take over the ERD's proposed lease at 1390 Market Street¹. Mr. Dunn advises that the Real Estate Department has decided not to negotiate a month-to-month lease for the space at 1390 Market Street since the City would have better terms under the proposed five-year lease and because a month-to-month lease would allow the landlord to lease the space to another tenant with only one month's notice to the City. In addition, Mr. Dunn reports that the proposed lease provides for an initial six month period during which the City may vacate the premises at any time without penalty, in case the City Attorney's Office should decide not to take over the ERD's lease if the ERD relocates to 44 Gough Street.

Recommendation: Approve the proposed lease.

¹ The City Attorney's Office assumption of the ERD's lease at 1390 Market Street would be subject to funding approval by the Board of Supervisors in the City Attorney's budget.

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Item 17 - File 65-94-9

Department: Real Estate Department

Item: Ordinance authorizing and approving sublease of City-owned property at 25 Van Ness Avenue, Suite 710, to Carl Wolf, Attorney at Law, commencing May 1, 1994.

Location: 25 Van Ness Avenue, Suite 710 (Lot 4, Block 834)

Purpose of Sublease: Office space for Carl Wolf, Attorney at Law

Sublessor: City and County of San Francisco

No. of Sq. Ft. and Revenue/Month: Approximately 2,650 square feet @ \$1.40/sq. ft./month = \$3,710 per month

Annual Revenue Payable to City: \$44,520

% Decrease over FY 1993-94: The FY 1993-94 revenue from the previous sublease, which commenced on August 15, 1989 and will expire on August 14, 1994, was \$55,008 annually, or \$1.73 per square foot per month for 2,650 square feet. The proposed sublease renewal would provide for an annual decrease in funds to the City of \$10,488, or 19.1 percent.

Utilities and Janitor Services Provided by City: Yes

Term of Lease: May 1, 1994 through April 30, 1996 (Two years)

Right of Renewal: None

Comments: 1. Mr. Larry Jacobson of the Real Estate Department advises that the proposed rental rate of \$1.40 per square foot per month, for the space at 25 Van Ness Avenue, Suite 710, is the fair market value for the sublease. Although the proposed sublease revenue to the City will decrease by 19.1 percent, Mr. Jacobson reports that the rental rate of \$1.73 per square foot per month that the City currently receives was negotiated at a higher rate than the fair market value rate. Mr. Jacobson advises that because the sublease had provided for a five percent per year escalation and because of the overall decline in rental rates, the sublessee was

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paying a rate significantly in excess of the fair market value of the property.

2. According to Mr. Jacobson, the Real Estate Department is renewing the sublease with Carl Wolf prior to the current sublease's expiration date of August 14, 1994 because in September of 1993, the sublessee first requested that the sublease terms be renegotiated. Mr. Jacobson reports that the Real Estate Department agreed to renegotiate the existing sublease in order to prevent the sublessee from moving elsewhere for a lower rental rate.

3. Carl Wolf leased space at 25 Van Ness Avenue from the previous owner, Bay West Landmark Investors, Inc., commencing 1989. In 1991, the City bought the building under foreclosure through Certificates of Participation and honored Carl Wolf's lease. Bank of America holds the legal title to the property at 25 Van Ness Avenue until the Certificates of Participation are paid in full by the City. Mr. Harry Quinn, Assistant Director of Property, advises that the State courts have ruled that a public entity that acquires property under Certificates of Participation is deemed to have ownership of that property, even though the public entity does not hold the legal title to the property. Thus, in essence, the City is considered to be the owner of the property at 25 Van Ness Avenue even though it does not hold the legal title to the property. In addition, Mr. Quinn advises that the City will own the building after it completes payments on the Certificates of Participation. However, the City has been designated as the lessee of the property by the holder of the legal title to the property, Bank of America. Hence, the proposed legislation is for the approval of a sublease of City-owned property by the City.

4. There is a total of approximately 136,000 rentable square feet located at 25 Van Ness Avenue, none of which is vacant. Of this amount, City employees occupy approximately 98,000 square feet and private entities occupy approximately 38,000 square feet.

5. Since the proposed sublease will not be approved by the Board of Supervisors prior to the May 1, 1994 commencement date, the legislation should be amended to provide for retroactivity.

Recommendation:

1. Amend the proposed sublease to provide for retroactivity to May 1, 1994.
2. Approve the proposed sublease, as amended.

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BUDGET ANALYST

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Item 18 - File 82-94-4

Departments: Real Estate Department
Airports Commission

Item: Resolution authorizing the acquisition of ten noise easements from the City of Millbrae as part of the City of Milbrae's Aircraft Noise Insulation Project-Phase III.

Amount: \$29,931.90

Description: The San Francisco International Airport's Noise Easement Acquisition Program consists of insulating private residences and schools in the City of Millbrae and other cities that are located near the San Francisco Airport.

Acquisition of these easements constitutes Phase III of the City of Millbrae Project. The Board of Supervisors has previously approved \$442,532 to acquire a combined total of 172 noise easements in the City of Millbrae. The proposed resolution would authorize the acquisition of ten additional noise easements. This would bring to 182 the total number of easements acquired by the City in the City of Millbrae.

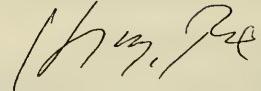
Once purchased, these noise easements would remain in effect for 20 years. The estimated cost to the City to acquire the easements is \$29,931.90 or 20 percent of the total estimated construction costs of \$149,659.50 to insulate acoustically the ten residences and schools. The City of Millbrae would be responsible for the remaining 80 percent or \$119,727.60 of the total construction costs, which would be paid for by Federal grant funds.

Comments:

1. As noted above, the costs to the City of acquiring this noise easement is estimated at \$29,931.90. Mr. Marvin Ellis of the Airport reports that these funds are included in the Airport's FY 1993-94 operating budget for the Airport's Noise Easement Acquisition Program.
2. The City Attorney's Office has previously reported that the purchase of noise easements enables the City to comply with State legal requirements and should result in eliminating costs to defend against noise-related small claims lawsuits.

Recommendation: Approve the proposed resolution.

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Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
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GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

TUESDAY, MAY 17, 1994

1:00 PM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

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Disability Access

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Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.

- a. File 146-94-4. [State Grant, Injury Prevention Program] Resolution authorizing Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$47,540, which includes indirect costs of \$6,790, based on 25% of personnel costs from the State Emergency Medical Services Authority, to provide for development of an Injury Prevention Program for Prehospital Personnel; and providing for ratification of action previously taken. (Department of Public Health)
(Consideration continued from 5/3/94)

ACTION:

- b. File 146-94-5. [Grant - State or Private] Resolution authorizing Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$7,075, which includes indirect costs of \$623, based on 12.5% of direct costs from the State Emergency Medical Services Authority or a private foundation, to provide for development of a handbook of services for the elderly for emergency health care providers; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- c. File 146-94-6. [Grant - State] Resolution authorizing Public Health, Division of Community Mental Health Services, to accept and expend a grant of \$128,065 from the State Department of Rehabilitation and to enter into a Cooperative Program Agreement and a Case Service Contract with the San Francisco Department of Rehabilitation District to provide vocational services to mentally-ill psychiatric clients, waiving indirect costs. (Department of Public Health)

ACTION:

- d. File 143-94-2. [Funds, State Council on Developmental Disabilities] Resolutions authorizing the Chief of Police of San Francisco to retroactively apply for, accept and expend funds in the amount of \$53,000 for the new funding for one-year projects entitled "California Law Enforcement Officers Effectively Communicating with Handicapped Offenders". (Police Department)

ACTION:

- e. File 38-94-4. [Gift Acceptance, S.F. Library Foundation] Resolution authorizing the Library to accept and expend a gift from the Library Foundation of San Francisco in the amount of \$1,711,000 to fund various building enhancements, furnishings and equipment for the new main library. (Public Library)

ACTION:

f. File 147- 3. [Federal Grant, Purchase of Video Equipment] Resolution authorizing the Public Library to apply for funds not to exceed \$583,779 available through the U.S. Department of Commerce/National Technology Information Administration (NTIA) for the purchase of broadcast-quality video equipment for the purpose of establishing the Channel 54 heading and City Hall broadcast sites; indirect costs are included in this grant award. (Public Library)

ACTION:

g. File 133-93-5.1. [Household Hazardous Waste Grant] Resolution authorizing the Chief Administrative Officer of San Francisco to accept and expend \$105,885 in Household Hazardous Waste Grant Funding from the California Intergrated Waste Management Board (CIWMB); waiving indirect costs. (Chief Administrative Officer)

ACTION:

h. File 38-94-5. [Acceptance of Gift] Resolution accepting a gift valued at \$100,000 for use by the Recreation and Park Department. (Supervisor Leal)

ACTION:

i. File 61-94-2. [Contract Award Extension] Resolution granting extension of time for awarding Hetch Hetchy Contract No. HH-833R, Trolley Pole Replacement Project. (Public Utilities Commission)

ACTION:

j. File 146-93-58.2. [Release of Reserved Funds] Hearing requesting release of reserved funds, Public Health, Division of Mental Health and Substance Abuse Services, in the amount of \$40,000, for a subcontractor for marketing and planning consulting services "Target Cities Grant" (Gibson and Associates, contractor); see File 146-93-58.1) (Department of Public Health)

ACTION:

k. File 94-92-6.2. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$647,800 for Diesel Bus Rehabilitation Project. (Public Utilities Commission) (Consideration continued from 5/3/94)

ACTION:

l. File 94-92-6.3. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$1,004,800 for the 14-Mission Trolley Overhead Reconstruction Project; see files 94-91-7.3, 94-91-8.8, and 94-92-7.3. (Public Utilities Commission)

ACTION:

- m. File 94- 8.8. [Release of Reserved Funds] Hearing request release of reserved funds, PUC, in the amount of \$3,984,000, the construction phase of the 14-Mission Trolley Overhead Reconstruction Project; see files 94-91-7.3, 94-92-6.3 and 94-92-7.3) (Public Utilities Commission)

ACTION:

- n. File 94-92-7.3. [Release of Reserved Funds] Hearing request release of reserved funds, PUC, in the amount of \$2,987,674, the construction phase of the 14-Mission Trolley Overhead Reconstruction Project; see files 94-91-7.3, 94-91-8.8 and 94-92-6.3) (Public Utilities Commission)

ACTION:

- o. File 94-91-7.3. [Release of Reserved Funds] Hearing request release of reserved funds, PUC, in the amount of \$379,387, for the construction phase of the 14-Mission Trolley Overhead Reconstruction Project; see files 94-91-8.8, 94-92-6.3 and 94-92-7.3) (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 225-94-1. Hearing to consider the status of the Stanislaus County and others' lawsuit against Pacific Gas and Electric Company and to further consider appropriate action by the City and County of San Francisco. (Supervisors Hallinan, Alioto)
(Consideration continued from 5/3/94)

ACTION:

3. File 194-94-1. [PG&E Canadian Gas Purchases] Resolution urging the Mayor to urge the City Attorney to explore the City's options for participating in litigation concerning purchases of natural gas from Canada by Pacific Gas & Electric Company. (Supervisors Hallinan, Alioto)

ACTION:

4. File 97-94-25. [Contract Procedures] Ordinance amending the Administrative Code (Contract Procedure) by adding Section 6.52 requiring that certain city construction contracts include a provision requiring prime contractors to make good-faith efforts to hire San Francisco residents to comprise no less than 50% of their total construction workforce. (Supervisors Hallinan, Alioto, Kennedy, Kaufman)

ACTION:

5. File 93-94-12. [International Federation of Professional and Technology Engineers] Resolution ratifying the Administration provisions of the Arbitrator's award regarding the terms and conditions of employment for employees represented by the International Federal of Professional and Technical Engineers, Local 21, AFL-CIO for the term July 1, 1994 through June 30, 1997. (Supervisor Shelley)

ACTION:

6. File 93-94-12. [Arbitrator's Award] Ordinance implementing the Fiscal provisions of the Arbitrator's award regarding compensation of classifications represented by the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO for the period July 1, 1994 through June 30, 1995. (Supervisor Shelley)

ACTION:

7. File 103-94-1. [Salary Standardization - Registered Nurses] Hearing to consider Civil Service Commission (Report Number 324-94-2), Salary Survey for Registered Nurses, certifying to the Board the highest prevailing salary schedule, at the maximum, for acute care nurses granted by collective bargaining agreement in the six bay area counties as of April 15, 1994 and such other information as is required by Charter Section 8.403. (Civil Service Commission)

ACTION:

8. File 27-94-5. [Airport - Agreement] Ordinance approving the "Fixed Base Operations Services Operating Agreement" between AMR Combs, Inc., and San Francisco, Acting by and through its Airports Commission. (Airports Commission)

ACTION:

9. File 25-94-12. [Proposition J Certification] Resolution concurring with Controller's certification that janitorial services can be practically performed at Social Services by private contractor for lower cost than similar work performed by City and County employees. (Department of Social Services)
(Consideration continued from 5/3/94)

ACTION:

10. File 25-94-13. [Proposition J Certification] Resolution concurring with Controller's certification that weekend and holiday security guard services can be practically performed for Public Health, SFGH, Substance Abuse Services, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

ACTION:

11. File 25-94-7. [Proposition J Certification] Resolution concurring with Controller's certification that body removal services for the Coroner's Office can be practically performed by private contractor for a lower cost than similar work services performed by City and County Employees. (Chief Medical Examiner - Coroner)
(Consideration continued from 5/3/94)

ACTION:

12. File 39-94-1. [Grand Jury Report, Juvenile Justice System] Hearing to consider the findings of the Civil Grand Jury Report dated February 8, 1994, concerning the San Francisco Juvenile Justice system. (Grand Jury)

ACTION:

13. File 172-94-1 : [Log Cabin Ranch Water Transfer] Resolution ratifying the Juvenile Probation Commission's contract for the purchase of water for the domestic and irrigation water supply of Cabin Ranch. (Juvenile Probation Department)

ACTION:

14. File 39-94-3. [Grand Jury Report, County Jails] Hearing to consider the findings of the Civil Grand Jury Report dated March 14, 1994, concerning the San Francisco Sheriff's Department, County Jails. (Grand Jury)

ACTION:

15. File 39-94-4. [Grand Jury Report, Emergency Hotel Shelter Program/General Assistance] Hearing to consider the findings of the Civil Grand Jury Report dated February 23, 1994, concerning the Department of Social Services Emergency Hotel Shelter Program with General Assistance. (Grand Jury)

ACTION:

16. File 97-94-27. [Time for Award of Contracts] Ordinance amending the Administrative Code by adding Section 6.1-3, relating to time for award of Public Work contracts requiring the approval of the City Recreation and Park Commission. (Department of Public Works)

ACTION:

17. File 97-94-28. [Time for Award of Contracts] Ordinance amending the Administrative Code by adding Section 6.1-2, relating to time for award of contracts for Federal and State Grant and Loan Funded Projects. (Department of Public Works)

ACTION:

18. File 172-94-16. [Roof Equipment License Agreements] Resolution authorizing two roof equipment license agreements for 55 California Street for the Department of Electricity and the Municipal Railway (Real Estate Department)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

19. File 45-94-25. [Litigation, Irina & Elena Shenkar & Arbram Geldman] Ordinance authorizing settlement of litigation of Irina Shenkar, Elena Shenkar, and Arbram Geldman, individually, and as surviving members of Anne Polyak Geldman, deceased, against San Francisco by payment of \$60,000. (Superior Court No. 907-670) (City Attorney) (Consideration continued from 5/3/94)

ACTION:

20. File 45-94-28. [Settlement of litigation *(ic)* Farmers Insurance Co.] Ordinance authorizing settlement of litigation of Farmers Insurance Company against San Francisco by payment of \$16,000. (Municipal Court No. 088-535) (City Attorney)

ACTION:

21. File 48-94-7. [Settlement of Claim, Patrick Kretsch] Resolution approving the settlement of the unlitigated claim of Patrick Kretsch, by payment of \$11,000. (City Attorney)

ACTION:

22. File 48-94-8. [Settlement of Claim, William Rogers] Resolution approving the settlement of the unlitigated claim of William Rogers, by payment of \$8,000. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

**Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102**

IMPORTANT HEARING NOTICE!!!

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CITY AND COUNTY



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MAY 16 1994

SAN FRANCISCO
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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

May 13, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: May 17, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 146-94-4

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 3, 1994.

Departments: Department of Public Health
Fire Department

Item: Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$47,540, which includes indirect costs in the amount of \$6,790, based on 25 percent of personnel costs, from the California State Emergency Medical Services Authority, to provide for development of an Injury Prevention Program for prehospital personnel; and providing for ratification of action previously taken.

Grant Amount: \$47,540

Grant Period: June 25, 1994 through June 24, 1995

Source of Funds: California State Emergency Medical Services Authority

Project: Injury Prevention

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Description: Ms. Abbie Yant, Assistant Director of the Department of Public Health's Emergency Medical Services (EMS) Agency, reports that the EMS Agency, in cooperation with ambulance service providers and professional organizations, will use the proposed grant funds to monitor the injury types treated and transported to receiving hospitals. The Accidents Aren't Program curriculum, which is available through the State EMS, will serve as the basis for educating prehospital personnel to their role in injury prevention. Additionally, according to Ms. Yant, the EMS Agency will identify target populations for injury prevention education programs and work with community agencies and organizations to implement these programs. This project's objectives will include (1) identifying and prioritizing injury types treated by prehospital personnel and (2) implementing the Accidents Aren't Program curriculum at all ambulance and first responder agencies.

California State Emergency Medical Services Authority, has granted the Department of Public Health (DPH) \$20,000, not the \$47,540 originally requested, according to Ms. Yant. Therefore, the DPH has prepared an Amendment of the Whole to the proposed legislation which will be introduced at the Government Efficiency and Labor Committee meeting on May 17, 1994. This proposed amended legislation would authorize the DPH to apply for, accept and expend a grant of \$20,000, which includes indirect costs in the amount of \$2,625, based on 25 percent of personnel costs.

Budget: The budget based on the \$20,000 proposed grant amount is as follows:

<u>Personnel</u> EMS Specialist (337 hours at approximately \$31.16 per hour)	\$10,500
<u>Travel/Training</u>	
Injury training prevention class	\$150
Computer training sessions	100
Mileage	50
Total Travel/Training	300
<u>Materials and Supplies</u>	
Computer (one)	3,000
Reproduction	1,000
Office supplies (computer supplies, paper, desk, etc.)	2,575
Total Materials and Supplies	6,575

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Indirect Costs at 25 percent of Personnel 2,625

TOTAL BUDGET \$20,000

Required Match: None

Indirect Costs: \$2,625, which is equal to 25 percent of estimated personnel costs

Comment: 1. Ms. Yant advises that if the proposed grant were reduced or terminated, personnel would be reduced or terminated accordingly. As noted above, the proposed grant would support approximately 337 hours of one employee.

2. A Summary of Grant Request form, as prepared by the DPH, is attached.

3. The Department has completed a Disability Access Checklist, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed Amendment of the Whole to the proposed resolution.

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State EMS Authority Division Central Administration
 Contact Person Michele Rains Section Emergency Medical Services Agen
 Address 1930 9th Street, Suite 100 Contact Person Abbie Yant
Sacramento, CA 95814 Telephone 554-9970
 Amount Requested \$ 20,000 Application Deadline February 18, 1994
 Term: From 06/24/94 To 06/25/95 Notification Expected May 1, 1994
 Health Commission 03/15/94 Board of Supervisors: Finance Committee
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation-to-a)
 (Circle appropriate words) grant in the amount of \$20,000 from the period of 06/24/94 to 06/25/95
 to provide the development of an Injury Prevention Program services.
 for Prehospital personnel.

II. Summary: (Comments/any addendum; include groups served, activities, and providers)
 This grant will provide for development of an Injury Prevention
 Program for prehospital personnel.(200 paramedics; 600 fire EMT-1's).

III. Outcomes/Objectives:

1. To identify and prioritize injury types treated by prehospital personnel.
2. To implement "Accidents Aren't" curriculum for all ambulance and first responder personnel.

IV. Effects of Reduction or Termination of These Funds:

(List effects of reduction or termination of funds)

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$20,000			
Personnel			13,012			
Equipment			3,000			
*Contract Svc.			0			
Mat. & Supp.			3,625			
Facilities/Space			0			
Other			300			
Indirect Costs			2,625			

VI. Data Processing

(Leave indicated above) 3,000

VII. Personnel

F/T CSC			
P/T CSC			.16
Contractual			0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
No

VIII. Contractual Services: Open Bid Sole Source (If sole source, attach Request for Exceptions Form)

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-94-5

Department: Department of Public Health (DPH)
Emergency Medical Services (EMS)

Item: Resolution authorizing the Department of Public Health Central Administration, Emergency Medical Services (EMS) Agency to apply for, accept and expend a grant of \$7,075, which includes indirect costs in the amount of \$623, based on 12.5 percent direct costs from the State Emergency Medical Services Authority, to provide for development of a handbook of services for the elderly for emergency health care providers, and providing for ratification of action previously taken.

Grant Amount: \$7,075

Grant Period: June 24, 1994 through June 25, 1995

Source of Funds: State Emergency Medical Services Authority

Project: Handbook of Services for the Elderly

Description: The proposed grant would fund a handbook of services available to the elderly in San Francisco that would be used by emergency health care providers to make referrals to elderly clients to various health and social services providers in the City. More specifically, the proposed grant would provide funding to the University of California, San Francisco (UCSF) to develop, design, publish, and distribute the handbook. The Department intends to provide 400 copies of the Handbook to paramedics, hospitals, neighborhood health centers and free clinics.

In addition to the Handbook, the proposed grant would fund a pamphlet with information on health and social services available to the elderly that would be translated into various languages including Spanish, Russian and Cantonese for emergency health care providers to give to their elderly clients as needed. The proposed pamphlet would be a scaled down version of the Handbook. The DPH intends to provide 1,000 copies of the pamphlet to be distributed to elderly clients.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

<u>Budget:</u>	<u>Item</u>	<u>Amount</u>
	UCSF	\$4,982
	UCSF Indirect (@ 29.5% of contract amount)	1,470
	Department's Indirect Costs (@ 12.5% of contract amount)	<u>623</u>
	Total Grant Amount	\$7,075

Required Match: None

Indirect Costs: \$623 or 12.5 percent of direct costs

Comments: 1. The Department submitted the application for the proposed grant on February 18, 1994 which is why the proposed resolution provides for ratification of action previously taken. The Department recently received notification from the State Department of Emergency Medical Services of the grant award.

2. The "Summary of Grant Request", as prepared by DPH, is attached.

Recommendation: Approve the proposed resolution.

Item No. _____ Health Commission - Summary of Grant Request

Grantor	<u>State EMS Authority</u>	Division	<u>Central Administration</u>
Contact Person	<u>Michele Rains</u>	Section	<u>Emergency Medical Services Agency</u>
Address	<u>1930 9th Street Suite 100</u> <u>Sacramento CA 95814</u>	Contact Person	<u>Abbie Yant</u>
Amount Requested	<u>\$ 7,075</u>	Telephone	<u>554-9970</u>
Term:	From <u>06/24/94</u> To <u>06/25/95</u>	Application Deadline	<u>February 18, 1994</u>
Health Commission	<u>03/15/94</u>	Notification Expected	<u>May 1, 1994</u>
		Board of Supervisors:	<u>Finance Committee</u>
			<u>Full Board</u>

I. Item Description: Request to (apply for/accept and expend) a (new)/(continuation) (allocation) (augmentation-to-a)
 (Check appropriate words)

grant in the amount of \$ 7,075 from the period of 06/24/94 to 06/25/95 to provide for the development of a Handbook of Services for services, the Elderly.

II. Summary: (Cover history; need addressed; number & types served; services and providers)

This grant will fund the UCSF Robert Wood Johnson Clinical Scholars program to complete design, publication, and distribution of 400 copies of a Handbook of Services for the Elderly for use by prehospital personnel and 1000 copies of an information pamphlet in several languages for clients.

III. Outcomes/Objectives:

1. Produce 400 copies of handbook.
2. Produce 1000 copies of pamphlet in several languages.

IV. Effects of Reduction or Termination of These Funds:

Without these funds, the UCSF program will not be able to complete the handbook or pamphlets.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount			<u>\$7,075</u>			
Personnel						
Equipment						
*Contract Svc.			<u>4,982</u>			
Mat. & Supp.						
Facilities/Space						
Other UCSF Indirect @ 29.5%			<u>1,470</u>			
Indirect Costs @ 12.5%			<u>623</u>			

VI. Data Processing

(Costs included above)

<u>N/A</u>					
F/T CSC					
P/T CSC					
Contractual			<u>0.1 FTE</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No*VIII. Contractual Services: Open Bid _____ Sole Source X _____ (Indicate source, check Request for Exceptions Form)

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Item 1c - File 146-94-6

Department: Department of Public Health (DPH)
Community Mental Health Services (CMHS)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health Services, to accept and expend a grant of \$128,065 from the State Department of Rehabilitation, to enter into a cooperative program agreement and a case service contract to provide vocational services; waiving indirect costs.

Grant Amount: \$128,065

Grant Period: July 1, 1994 to June 30, 1995

Source of Funds: State Department of Rehabilitation

Project: Vocational Services for Mentally Ill Psychiatric Clients in the City of San Francisco

Description: The proposed resolution would authorize the DPH to accept and expend a grant and to enter into a cooperative program agreement with the State Department of Rehabilitation and in a case service contract with the California Pacific Medical Center's Community Vocational Enterprises (CPMCCVE), a non-profit agency, to provide vocational services for psychiatric clients. Under the case service contract, CPMCCVE would provide staff to supervise up to 100 psychiatric clients in jobs (i.e., assembly work, janitorial, clerical, food service) of ten hours per week or more. CPMCCVE would also provide evaluation, placement, and follow-up services for these clients.

Budget:

	<u>Contractual Services</u>	<u>FTE</u>
CPMCCVE		
Department of Rehabilitation		
Liaison	1.0	\$34,303
Job Developer	1.0	34,303
Project Coordinator	0.8	27,443
Director	0.2	12,806
Office Rental		18,710
Utilities		500
Total Grant	3.0	\$128,065

No. of Persons Served: Up to 100 psychiatric clients

Required Match: None

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Indirect Costs: Funder does not allow indirect costs. Therefore, the proposed resolution would waive indirect costs.

- Comments:**
1. Mr. Jack Rabin of the Department of Public Health states that CPMCCVE has been selected on a sole source basis because it is the only non-profit organization in the City that provides vocational services to seriously ill psychiatric clients on a City-wide basis. CPMCCVE has been the provider since July 1, 1992.
 2. Ms. Nancy Presson of the Department of Public Health reports that the proposed grant is a continuation grant that does not require the Department to submit an application to the State. As such, the Department did not request authorization from the Board of Supervisors to apply for the proposed grant.
 3. The Disability Access Checklist, which was prepared by CPMCCVE, is on file with the Clerk of the Board.
 4. The "Summary of Grant Request", as prepared by DPH, is attached.

Recommendation: Approve the proposed resolution.

Item No. _____ Health Commission - Summary of Grant Request

Attachment
Rev. 4/10/90

Grantor Department of Rehabilitation - SF
 Contact District Office; Diane Wagner
 Address 185 Berry St. Suite 180
 San Francisco, CA 94107
 Amount Requested \$ 128,065
 Term: From 7/1/94 To 6/30/95
 Health Commission _____

Division Community Mental Health Services
 Section Child, Youth and Family Section
 Contact Person Jack Rabin, Asst. Dir.
 Telephone 255-3412 Isabell
 Application Deadline 3/19/93 255-
 Notification Expected ----- 3410
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 128,065 from the period of 7/1/94 to 6/30/95 to provide vocational services for psychiatric clients. services.

(Circle appropriate words)

II. Summary: (Concerns/Issues need addressed: number + groups served, services and providers)
 Vocational services, including evaluation, placement and follow-up services will be provided to up to 110 seriously mentally ill clients annually. Clients will be placed in jobs 10 hours/week or more, depending upon interests, skills and experience.

III. Outcomes/Objectives:

Provide evaluation, placement and follow-up services for up to 110 seriously mentally ill clients.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds will prevent up to 110 clients from receiving vocational services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$119,773	\$128,065			
Personnel						
Equipment						
*Contract Svc.		119,773	128,065			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(Leave included above) _____

VII. Personnel

F/T CSC				
P/T CSC				
Contractual		3.0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source XX _____ (Circle source, check Request for Exceptions Form)

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Item 1d - File 143-94-2

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of March 15, 1994.

Department: Police Department (SFPD)

Item: Resolution authorizing the Chief of Police to retroactively apply for, accept and expend \$53,000 in State funds for new funding for a one-year project, entitled "California Law Enforcement Officers Effectively Communicating with Handicapped Offenders."

Grant Amount: \$53,016

Grant Period: July 1, 1994 through June 30, 1995 (one year)

Source of Funds: California State Council on Developmental Disabilities

Project: California Law Enforcement Officers Effectively Communicating with Handicapped Offenders (CLEO-ECHO)

Description: The proposed State grant funding would be used by the SFPD to develop and conduct a pilot training program for Peace and Corrections Officers (i.e. Police Officers, Sheriff's Deputies, etc.) pertaining to the handling of disabled offenders. This pilot program is intended to develop a training program that can be provided to law enforcement agencies at their own facilities or used in regional presentations. The program will provide training in control, custody, and arrest techniques for persons with mobility disabilities. Special emphasis will be given to the transportation and safeguarding of disabled persons.

This training program would be offered four times during the first year, in order to train approximately 170 peace officers from San Francisco as well as from other Bay Area cities and counties. These peace officers would then be certified by the State as trainers in developmental disability issues, who would in turn train individual peace officers in their respective jurisdictions. The curriculum which is developed would form the basis for an ongoing training program which would be incorporated in the Commission on Peace Officers Standards and Training and the State Department of Correction's Standards for Training of Corrections."

In addition, the SFPD will develop a 24-hour, computer-based, on-line interactive bulletin board to provide easy

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

access to information on this subject for officers throughout the Department and the Bay Area.

Budget:

	<u>FTE</u>	<u>Amount</u>
Q50 Police Sergeant	.25	\$21,013*
Q2 Police Officer	.11	4,039*
Computer, printer, and software		14,857
Equipment Purchases		
Telecommunications Devices		500
Rescue Seats		912
Rescue Mannequins		1,521
Video and Photography Equipment		6,489
Handcuffs and restraints		1,900
Telephone costs		2,762
Miscellaneous supplies		1,790
Total	0.36	\$55,783

* Overtime expenditures.

Required Match: None.

Indirect Costs: None.

- Comments:**
1. The SFPD has submitted a proposed budget for the proposed grant in the amount of \$55,783, as shown above. However, the SFPD reports that only \$53,016 in proposed grant funds have been approved by the State. Sergeant Forrest Fulton of the SFPD reports that, notwithstanding the budget of \$55,783 which has been submitted, the SFPD would expend only \$53,016 to prepare and conduct the proposed training program. The proposed budget will be reduced by \$2,767, from \$55,783 to the proposed grant amount of \$53,016, by curtailing budgeted expenditures in the amount of \$2,767, below those shown in the proposed budget as submitted by the SFPD.
 2. Sergeant Fulton reports that the SFPD will be reimbursed by the State for the cost of the training program, as funds for the training program are expended.
 3. Sergeant Fulton states that ownership and possession of the computer, video, photography, and other equipment which will be purchased for the training program will revert to the State upon completion of the grant-funded training program.
 4. Sergeant Fulton reports that the SFPD applied for the proposed grant funds in February, 1994, and has received verbal notification from the State Department of Developmental Disabilities that grant funds will be approved

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

in the amount of \$53,016. Therefore, the proposed resolution would authorize the SFPD to apply retroactively for the proposed grant funds.

5. The proposed resolution states that the amount of the grant will be \$53,000, when in fact the amount of the grant, as reported by the SFPD, will be \$53,016. The proposed resolution should be amended at page 1, line 3, and at page 2, line 8 to substitute the correct proposed grant amount of \$53,016 where it now reads "\$53,000."

6. The Summary of Grant Request submitted by the SFPD for the proposed grant is attached.

7. A Disability Access Checklist for the proposed grant has been provided by the SFPD.

- Recommendations:**
1. Amend the proposed resolution at page 1, line 3, and at page 2, line 8 to substitute the correct proposed grant amount of \$53,016 where it now reads "\$53,000."
 2. Approve the proposed resolution, as amended.

State of California

Person: Mona Peterson

Address: 2000 "O" St., Suite 100 Sacramento CA
95814

Amount Requested \$ 53,016.00

Term: From 07/01/794 To 07/01/795

Health Commission

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 53,016.00 from the period of 7/1/94 to 7/1/95 to provide Training on Developmental Disabilities services.
(Code appropriate words)

II. Summary: (Concise history, need, additional information concerning services and providers)

These funds are offered to the San Francisco Police Department to train Law Enforcement Officers on responding to the needs of the handicapped offenders. With these funds the Police Department will be able to expand the level of training and safety for the disabled.

III. Outcomes/Objectives:

The Department plans to increase the training to Officers on responding to the needs of the disabled.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

Col. 1 Two Years Ago.	Col. 2 Past Year Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$53,016.00		0	
Personnel					
Equipment					
Contract Svc.					
Mac & Supp.					
Facilities/Space					
Other					
Indirect Costs					
VI. Data Processing					
(comes included above)					
VII. Personnel		170			
F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
The State of California-State Council on Peace Officer Standards and Training;
Community College System.

VIII. Will grant funded employees be retained after this grant terminates? If so, How?
No

VIII. Contractual Services: Open Bid _____ Sole Source _____ (Check here if you want a copy of the Exemption Form)

Memo to Government Efficiency and Labor Committee
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Item 1e - File 38-94-4

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to accept and expend a gift from the Library Foundation of San Francisco in the amount of \$1,711,000 to fund various building enhancements, furnishings, and equipment for the new Main Library.

Amount: \$1,711,000

Source of Gift: Library Foundation of San Francisco (the Library Foundation)

Description: The proposed gift would be used to purchase equipment and furniture for the new Main Library. Ms. Kathy Page of the Library states that the gift would fund the purchase of fixed equipment, library stacks, extended equipment maintenance contracts, and enhancements to both the Children's Center and the Gay/Lesbian Center, as follows:

Fixed Equipment	\$640,000
Library Stacks	436,000
Extended Maintenance Contracts	280,000
Children's Center Enhancements	300,000
Gay/Lesbian Center Enhancements	55,000
Total Improvements Funded by Gift	\$1,711,000

Ms. Page advises that the fixed equipment includes microfilm and microfiche cabinets, map cases, copy card dispensers, dollar bill changers, maintenance and window washing equipment, a sign-making device, a satellite dish, a microwave dish, a deionization system for the preservation of paper materials, and an accelerograph device to monitor the motion of the building during seismic events. A complete list of fixed equipment items to be funded by this grant is attached to this report.

Ms. Page reports that the gift will also provide funds to purchase approximately 21 percent of the book stacks needed for the new Main Library. (The other 79 percent of the book stacks have already been purchased.)

Ms. Page states that the base construction contract includes maintenance contracts for the first three years of operation of the elevator, air ventilation and microcomputer-based building management systems. Approximately \$280,000 of the gift would be allocated to extend these systems

BOARD OF SUPERVISORS
BUDGET ANALYST

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maintenance contracts through years 4 and 5 of operation of the new Main Library.

Ms. Page advises that the general contractor for the new Main Library project, Huber, Hunt & Nichols, Inc., submitted bids for the fixed equipment, library stacks and extended equipment maintenance contracts with the understanding that the Library would authorize these purchases as funds became available. Ms. Page states that the prices listed above reflect the accepted bids. The contractor is committed to the bid prices through June, 1994, so Ms. Page expects to authorize purchase prior to that time.

According to Ms. Page, the enhancements to the Children's Center involve interior design features customized to suit the needs of children. The Gay/Lesbian Center enhancements involve modifications to the ceiling needed to permit the Library to install a ceiling mural that has been donated to the Center.

Comments:

1. Ms. Page advises that proceeds from the General Obligation Bond that was issued to finance construction of the new Main Library cannot be used to purchase movable furniture or equipment for the building. The Library Foundation agreed in 1989 to raise the funds to purchase furniture and equipment for the new Main Library.
2. Ms. Page reports that the proposed gift of \$1,711,000 from the Library Foundation of San Francisco brings Library Foundation gifts for new Main Library furniture and equipment to a current total of \$15,366,336. Ms. Page further reports that the Library Foundation expects to make another gift of approximately \$5.3 million for furniture and computer equipment in August, 1994, and a final 1994 gift of approximately \$1.2 million for the remaining furniture for the building.

Recommendation: Approve the proposed resolution.

MAY-12-94 THU 09:15
PCF&P #8908
SMWM #8920.00

SFPUBLICLIBRARY

FAX NO. 4155574252

Attachment
Page 1 of 4

G. Alternate No. 7 (AB-I): Fixed Equipment Group 1.

SAN FRANCISCO MAIN LIBRARY
BASE BUILDING CONTRACT

1. Work included as part of this Alternate:

- a. Provide additional equipment as specified in Sections and Drawings listed.
- 1) EQPT-5: Hydraulic Press: Section 11900, Drawing A10.02.
 - 2) EQPT-7: Metal Lathe: Section 11900, Drawing A10.02.
 - 3) EQPT-8: Drill Press: Section 11900, Drawing A10.02.
 - 4) EQPT-9: Not used.
 - 5) EQPT-10: Metal Band Saw: Section 11900, Drawing A10.02.
 - 6) EQPT-11: Plywood Support Rack: Section 11900, Drawing A10.02.
 - 7) EQPT-12: Microfilm Cabinets: Section 11900, Drawing A10.02 - A10.08.
 - 8) EQPT-13: Microfiche Cabinets: Section 11900, Drawing A10.02 - A10.08.
 - 9) EQPT-14: Map Cases with Cabinets: Section 11900, Drawing A10.02 - A10.08.

City Project No. 5128A

01030 - 6
ALTERNATES

Conformed 2/5/93

City Project No. 5128A

01030 - 6
ALTERNATES

Conformed 2/5/93

PCF&P #8908
SMW/M #8920.00

SAN FRANCISCO MAIN LIBRARY
BASE BUILDING CONTRACT

- 10) EQPT-15: Strong Motion Accelograph: Section 11900, Drawing A10.02 and A10.08.
- 11) EQPT-16: Bill Changer: Section 11900, Drawing A10.02 - A10.08.
- 12) EQPT-19: Copicard Dispenser: Section 11900.
- 13) EQPT-20: Ultrasonic Welder: Section 11900, Drawing A10.03.
- 14) EQPT-22: Ceiling Mounted Deodorizer: Section 11900, Drawing A10.02.
- 15) EQPT-24: De-Ionization System: Section 15400, Drawings A10.03 and P1.27.

2. Work included as part of Base Bid:

- a. Do not provide additional equipment listed as part of Alternate AB-I.

H. Alternate No. 8 (AB-J): Fixed Equipment Group 2.

1. Work included as part of this Alternate:

- a. Provide additional equipment as specified in Sections and Drawings listed.
 - 1) EQPT-17: Sign Maker: Section 11900, Drawing A10.08.
 - 2) EQPT-18: Satellite Dish and Microwave Dish: Section 11900, Drawing A1.29.
 - 3) EQPT-21: Staff Terrace Benches: Section 11900.
 - * 4) Deleted. *
 - 5) EQPT-25: Portable Stage: Section 11900, Drawing, A10.02.
 - 6) EQPT-26: Window Washing Equipment: Section 11014, and WW Drawings.

2. Work included as part of Base Bid:

- a. Do not provide additional equipment listed as part of Alternate AB-J.

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SAN FRANCISCO MAIN LIBRARY
BASE BUILDING CONTRACT

I. Alternate No. 9 (AB-K): Library Bookstack Range Equipment and Compact Book Storage System.

1. Work included as part of this Alternate:

- a. Add an additional quantity of Library Bookstack Range Equipment and Compact Book Storage System, including end panels, canopies, and all accessories.
 - 1) Do not install special filler panels in block-outs for tracks as described under work included as part of Base Bid.

- b. Refer to Drawings A10.02 through A10.08 for extent of Work included in Alternate Bid AB-K, where stacks are drawn with a dashed line.

2. Work included as part of Base Bid:

- a. Provide Library Bookstack Range Equipment and Compact Book Storage System including end panels, canopies, and all accessories as indicated in Drawings A10.02 through A10.08, except those indicated by dashed lines as part of Alternate Bid AB-K.

- b. Provide concrete fill with block-out trenches at depressed floor slabs to receive guide rails for both Base Bid and Alternate compact bookstacks.

- c. Special Filler Panels for Guide Rail Block-Outs: Provide minimum 14 gage galvanized steel sheet formed to fit securely into block-outs; fill with semi-rigid mineral fiber.

3. Refer to Section 11054, 11055, and 11056.

J. Alternate No. 10 (AB-L): Extended Maintenance Contracts.

1. Elevator Maintenance.

a. Work included as part of this Alternate:

- 1) Provide continuing full maintenance contract for five years for the elevators.

b. Work included as part of Base Bid:

- 1) Provide elevators without a continuing full maintenance contract.

c. Refer to Section 14200.

PCF&P #8908
SMWM #8920.00

SAN FRANCISCO MAIN LIBRARY
BASE BUILDING CONTRACT

2. Electrical Centrifugal Refrigeration Machines..

a. Work included as part of this Alternate:

1) Provide five year service and maintenance of chillers.

b. Work included as part of Base Bid:

1) Provide two year service and maintenance of chillers.

c. Refer to Section 15680, Paragraph 1.04D.

3. Building Management System:

a. Work included as part of this Alternate:

1) Provide five (5) year service and maintenance of the building management system.

b. Work included as part of Base Bid:

1) Provide two (2) year service and maintenance of the building management system.

c. Refer to Section 15900, Paragraph 1.09.

K. Alternate No. 11 (AB-E): Not used.

L. Alternate No. 12 (AB-F): Not used.

END OF SECTION

Memo to Government Efficiency and Labor Committee
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Item 1f - File 147-94-3

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to apply for funds not to exceed \$583,779 available through the United States Department of Commerce/National Technology Information Administration (NTIA) for the purchase of broadcast-quality video equipment for the purpose of (1) establishing the new Main Library as the headin (television station where the broadcast originates) site for the CityWatch Cable Channel 54 and (2) installing equipment in the Board of Supervisors Chambers and Committee Room (Room 228) as well as in the City's Emergency Command Center.

Grant Amount: Not to exceed \$583,779

Grant Period: Not known at this time

Source of Funds: U. S. Department of Commerce/NTIA

Project: Channel 54 - CityWatch Headin Upgrade

Description: The Public Library reports that the proposed grant funds would be used to (1) establish a television station for the CityWatch Channel 54 at the new Main Library, (2) install video camera equipment in the Board of Supervisors Chamber and Committee Room to permit gavel-to-gavel television coverage, and (3) install video camera equipment at the City's Emergency Command Center to support the facility's operations.

Budget: The budget will be submitted by the Public Library when it requests authorization to accept and expend the proposed grant funds.

Required Match: \$194,593 (to be paid for by the San Francisco Library Foundation, a non-profit corporation)

Indirect Costs: According to the Public Library, indirect costs in an, as yet, undetermined amount, will be included in the grant budget.

Comments:

1. Mr. Edward McBride of the Public Library reports that the plans for the new Main Library already include the establishment of a television studio for CityWatch Channel 54 on the Library's premises. Mr. McBride advises that the San Francisco Library Foundation is already committed to raising funds for the basic equipment for this studio, which

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will be established regardless of whether the proposed grant funds are received. However, according to Mr. McBride, the proposed grant funds would provide the Public Library with additional monies to purchase state-of-the-art equipment for this television studio, which would otherwise not be affordable. Mr. McBride advises that the proposed video camera equipment to be installed in the Board of Supervisors Chamber and Committee Room will establish these two areas as direct broadcast sites for CityWatch Cable Channel 54.

2. Attached is a grant summary, as prepared by the Public Library, for the proposed grant.
3. A Disability Access Checklist has been prepared by the Public Library for the proposed grant funds and is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: George E. McBride Telephone: 557-4215

Project Title: Channel 54 -- CityWatch Headin Upgrade

Grant Source: U.S. Department of Commerce, National Technology Information Administration (NTIA)

Proposed (New / Continuation) Grant Project Summary:

To purchase broadcast video equipment for the purposes of establishing a headin for Channel 54, gavel-to-gavel coverage of Supervisorial meetings, and the installation of equipment in the Emergency Command Center.

Amount of Grant Funding Applied for: \$583,779.00

Maximum Funding Amount Available: \$583,779.00

Required Matching Funds: \$194,593.00

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: N/A

Will Contractual Services be put out to Bid? N/A

Memo to Government Efficiency and Labor Committee
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Item 1g - File 133-93-5.1

Department: Chief Administrative Officer (CAO),
Solid Waste Management Program

Item: Resolution authorizing the Chief Administrative Officer (CAO) of the City and County of San Francisco to accept and expend a grant of \$105,885; waiving indirect costs.

Grant Amount: \$105,885

Source of Funds: California Integrated Waste Management Board (CIWMB)

Program: Household Hazardous Waste Collection Program (HHWCP)

Description: The Board of Supervisors previously approved legislation authorizing the CAO to apply for the proposed State grant funds from the California Integrated Waste Management Board for the CAO's Household Hazardous Waste Collection Program. The Household Hazardous Waste Collection Program is a joint project, between the CAO's Office and the Sanitary Fill Company, which allows residents to properly dispose of their household hazardous waste, such as paint, motor oil and pesticides. Grant funds have been awarded by the State to those counties that have implemented household hazardous waste collection programs. The proposed grant funds would reimburse the CAO's Office for public outreach and education expenses incurred as part of the City's Household Hazardous Waste Collection Program in FY 1992-93.

Budget:

Market research study on hazardous waste practices	\$10,000
Public outreach in the Asian and Latino communities	15,000
Development of school curriculum for school year 1993-94	10,000
Transit Shelter signs on effects of illegal toxic dumping of waste oil	10,000
Translation of "Garbage Cans and Garbage Can'ts" brochure into Chinese and Spanish	10,000
Point-of-purchase displays and advertising for used oil recycling	10,818

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Annual report on Household Hazardous Waste Collection Facility (HHWCF)	\$1,000
Slide advertising on HHWCF at the Kabuki Theater	5,000
Printing of brown paper shopping bags advertising non-toxics for distribution at grocery stores	5,067
City environmental booth for street fairs	7,000
Revision and second printing of "Your Guide to Less Toxic Shopping" brochure	11,000
Revision and second printing of "Bugged" brochure	5,000
Speakers Bureau - Environmental Slide Show	1,000
Non-toxic gardening workshop	<u>5,000</u>
Total	\$105,885

Indirect Costs: The grantor does not allow for indirect costs. The proposed resolution therefore requests authorization for the CAO to waive indirect costs on the proposed grant.

Required Match: None

Recommendation: Approve the proposed resolution.

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Item 1h - File 38-94-5

Department: Recreation and Park Department (RPD)

Item: Resolution accepting a gift valued at \$100,000 from the Adidas Corporation for use by the Recreation and Park Department.

Amount: Gift valued at \$100,000

Description: The proposed resolution would accept a gift, a prefabricated, artificially surfaced miniature soccer court, valued at approximately \$100,000, for use by the RPD. This gift is being donated to the City by the Adidas Corporation.

The RPD reports that the soccer court would be installed at the Mission Playgroup located at 19th and Linda Streets. The soccer court, which is 53 feet x 83 feet, would be enclosed by a fence. The useful life of this soccer court is 15 years and, according to the RPD, would require minimal maintenance. The RPD advises that such maintenance would consist primarily of brushing the artificial surface of the soccer court to keep it free of any debris.

The RPD is proposing to have the soccer court installed by June 17, 1994. The soccer court would be utilized for practices and training by both adults and children.

Comments: 1. According to Mr. Michael Morlin of the RPD, the Adidas Corporation, which is one of the sponsors of the 1994 World Cup Soccer Tour, is donating a soccer court to each of the nine cities on the Tour. Mr. Morlin notes that one such soccer court has already been installed in Los Angeles County. Mr. Morlin advises that although the World Cup Soccer tournament is being played at Stanford University, the Adidas Corporation, Public Relations Department has stated that it considers a site in San Francisco to be a desirable location for the soccer court.

2. Mr. Morlin reports that the minimal maintenance costs associated with the soccer court would be absorbed in the RPD's existing maintenance budget.

Recommendation: Approve the proposed resolution.

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May 17, 1994 Memo to Government Efficiency and Labor Committee

Item 1i - File 61-94-2

Department: Public Utilities Commission (PUC)

Item: Resolution granting extension of time for awarding Hetch Hetchy Contract No. HH-833R, Trolley Pole Replacement Project.

Amount: \$441,317

Description: The proposed resolution would extend the time within which the award of a contract may be made by the PUC for Hetch Hetchy Contract No. HH-833R, Replace Repair Trolley Pole Replacement Project.

The PUC reports that it received and publicized bids for the Trolley Pole Replacement Project on January 11, 1994. With the application of the MBE/WBE/LBE preference in accordance with Chapter 12D of the San Francisco Administrative Code, King C. Electric was selected as the contract recipient on January 19, 1994. King C. Electric is an MBE firm. However, review by both PUC staff and the City Attorney's Office of protests submitted by another bidder resulted in the contract not being awarded within 60 days following receipt of bids, as required under Section 6.1 of the Administrative Code.

Comments: 1. According to Ms. Romaine Boldridge, PUC Secretary, the protester submitted three separate protests on January 19, February 24, and March 4, respectively. Mr. Robert Chun of the PUC reports that the nature of the protests were allegations of unfairness. ~~Mr. Chun advises that all protests~~ were found to be invalid. The matter of awarding the contract to King C. Electric was forwarded to the PUC on March 22, 1994 and calendared for the next PUC meeting on April 12, 1994. Ms. Boldridge reports that at that meeting, the attorney representing the protester requested additional time to review the City Attorney's position regarding the protests. The PUC accommodated that request and continued the matter to April 26, 1994.

2. Ms. Boldridge reports that the PUC approved awarding the contract to King C. Electric on April 26, 1994.

3. Contracts must be awarded within 60 days from the time bids are received to the award of the contract, as stipulated in Section 6.1 of the Administrative Code. In this case, bids were received January 19, 1994 and the award was made on April 26, 1994. Therefore, it took a total of 97 days to award the

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contract to King C. Electric. If the 60 day requirement had been attainable, the contract would have been awarded by March 20, 1994. As a result, the proposed resolution would extend the time period by 37 days (97 days less the required 60 days), from March 20, 1994 through April 26, 1994.

4. Since the PUC has already awarded the subject contract to King C. Electric, the proposed legislation should be amended to retroactively grant an extension of time for the PUC to award the Hetch Hetchy Contract No. HH-833R.

Recommendation: Amend the proposed resolution to retroactively grant an extension of time for the PUC to award the subject contract and approve the proposed resolution as amended.

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Item 1j - File 146-93-58.2

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Hearing requesting release of reserved funds, Department of Public Health, Division of Mental Health and Substance Abuse Service, in the amount of \$40,000, for a subcontractor for marketing and planning consulting services "Target Cities Grant" (Gibson and Associates, contractor).

Amount to Be Released: \$40,000

Source of Funds: Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT)

Project: Substance Abuse Treatment Access to Intervention and Recovery Services (STAIRS)

Description: The Board of Supervisors previously approved a resolution authorizing the DPH to apply for, accept and expend a grant of \$1,600,000 (File 146-93-58) to support the STAIRS project. The STAIRS project is a comprehensive substance abuse service model to address the needs of all populations served.

Of the total \$1.6 million grant amount, \$1,529,680 was placed on reserve, pending the selection of the contractors, the MBE/WBE status of the contractors and the contract cost details. In April, 1994, the DPH requested that \$511,685 be released to support a contract with the Haight Ashbury Free Clinic, at \$471,685, and a project planner, at \$40,000 (File 146-93-58.1). The project planner contractor, budgeted at \$40,000, had not been selected at that time. Therefore, the Board of Supervisors continued to reserve \$40,000 pending selection of a contractor.

The DPH is now proposing to contract directly for a project planner, at a cost of \$40,000 for the period from June 1, 1994 through May 31, 1995. The DPH has selected Mr. Paul Gibson as the Project Planner Contractor, based on a request for qualifications.

Budget: Project Planner Contractor \$40,000

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Comments: 1. According to the DPH, 18 resumes were received in response to the Department's request for qualifications for the project planner contract. Mr. Paul Gibson was selected as the top candidate because he received the highest score in a panel interview. (Each applicant would have received the same compensation.)

 2. Mr. Paul Gibson is not an MBE/WBE firm.

Recommendation: Release the requested \$40,000 in reserved funds.

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Item 1k - File 94-92-6.2

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 3, 1994.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for a release of reserved funds for MUNI's Diesel Bus Rehabilitation Project.

Amount: \$674,800. (NOTE: \$674,800 is the amount of reserved funds that MUNI is requesting be released, not \$647,800 as shown on the calendar.)

Source of Funds: State Transit Capital Improvement Funds

Description: In September, 1992, the Board of Supervisors approved a resolution (File 94-92-6) for the PUC to apply for, accept and expend \$29,577,000 of State Transit Capital Improvement and local match funds to provide financing for nine MUNI projects. Of the \$29,577,000, \$16,605,050 was placed on reserve pending identification of the contractors, the MBE/WBE status of the contractors and the contact cost details. The proposed request would release \$674,800 of these reserved funds for MUNI's Diesel Bus Rehabilitation Project.

The PUC reports that the proposed \$674,800 in reserved funds would be used by MUNI to purchase 20 diesel engines for 20 articulated diesel coaches and to reimburse the cost for existing MUNI staff to do all the preliminary work required to rehabilitate up to 100 articulated coaches. The PUC advises that the Department projects that it will not have sufficient funds by 1995 to replace MUNI's 100 articulated diesel coaches at the end of their useful life of 12 years. Therefore, in order to extend these vehicles' useful lives, the Department is proposing to overhaul this fleet.

Budget:	Personnel	
	5256 Mechanical Engineer (406 hrs. @ \$33.37 per hr.)	\$13,548
	7228 Automotive Transit Shop Supervisor I (919 hrs. @ \$34.35 per hr.)	31,568
	7249 Automotive Mechanic Supervisor I (248 hrs. @ \$31.16 per hr.)	7,728

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7382 Automotive Mechanic Assistant Supervisor (280 hrs. @ \$28.26 per hr.)	\$7,913
7381 Automotive Mechanic (1,270 hrs. @ \$22.27 per hr.)	28,283
7264 Automotive Body and Fender Worker Supervisor I (320 hrs. @ \$31.16 per hr.)	9,971
7306 Automotive Body and Fender Worker (2,268 hrs. @ \$22.26 per hr.)	50,486
Fringe Benefits	<u>36.954</u>
Subtotal	\$186,451
<u>Contract to Acquire 20 Engines</u> Diesel Engines (20 engines @ \$19,950 plus \$33,915 or 8.5 percent tax)	432,915
<u>Contingency</u>	55,434
Total	\$674,800

Comments:

1. The PUC reports that the Department received two bids in response to its Invitation for Bids for the purchase of the diesel engines. General Supply Company, an MBE/LBE firm, submitted a bid of \$420,000 and Sierra Detroit Diesel, which is not an MBE, WBE or LBE firm, submitted a bid of \$367,300. Based on General Supply Company's 10 percent preference as an MBE and LBE firm plus an additional 5 percent for a "prompt payment" discount offered by General Supply Company on the purchase of the diesel engines, General Supply Company's bid amount was reduced by a total of \$60,900 from \$420,000 to \$359,100, which resulted in General Supply Company being selected as the lowest bidder.
2. According to the PUC, the \$55,434 designated for Contingency, which is 12.8 percent of the contract amount, is required because the actual amount of labor that will be required to complete the preliminary work necessary for the rehabilitation of the 100 articulated coaches cannot be fully determined until after the work is underway and until an assessment is made regarding the extent of the repair work required.

Recommendation: Approve the proposed release of reserved funds in the amount of \$674,800.

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Items 11, 1m, 1n, and 1o - Files 94-92-6.3, 94-91-8.8, 94-92-7.3 and 94-91-7.3

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Items: File 94-92-6.3 - Requesting release of reserved funds in the amount of \$1,004,800 for the construction phase of the 14-Mission Trolley Overhead Reconstruction Project.

File 94-91-8.8 - Requesting release of reserved funds in the amount of \$3,984,000 for the construction phase of the 14-Mission Trolley Overhead Reconstruction Project.

File 94-92-7.3 - Requesting release of reserved funds in the amount of \$2,987,674 for the construction phase of the 14-Mission Trolley Overhead Reconstruction Project.

File 94-91-7.3 - Requesting release of reserved funds in the amount of \$379,387 for the construction phase of the 14-Mission Trolley Overhead Reconstruction Project.

Amount:
\$1,004,800 - File 94-92-6.3
3,984,000 - File 94-91-8.8
2,987,674 - File 94-92-7.3
379,387 - File 94-91-7.3
\$8,355,861 - Total

Source of Funds: File 94-92-6.3:
State Transit Capital Improvement Funds \$14,788,500
Local Match* 14,788,500
 Total \$29,577,000

* Local Match resources include: State Clean Air and Transportation Improvement Act Bond funds, State Assembly Bill 1107 funds, State Assembly Bill 664 funds, Regional Measure One Bridge Tolls, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or San Francisco Municipal Railway Improvement Corporation funds.

File 94-91-8.8:
Federal Section 9 Operating Assistance \$7,532,454
Urban Mass Transit Administration (UMTA)
 Section 9 Formula Assistance 26,819,276
Local Match** 6,704,819
 Total \$41,056,549

** Local match resources include: State Transit Capital Improvement funds, State Urban Rail Bond funds, State

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Clean Air and Transportation Improvement Act Bond funds, State Transit Assistance funds, State Transportation Development Act funds, Bridge Toll Net Revenues, Gas Tax Revenues, Hetch Hetchy funds, Transit Impact Development fees, San Francisco Municipal Railway Improvement Corporation funds, and/or the San Francisco County Sales Taxes.

File 94-92-7.3:

Federal Sections 3 and 9 Capital Assistance	\$49,948,996
Local Match***	<u>10,530,276</u>
Total	\$60,479,272

*** Local match resources include: State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Transit Impact Development fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds.

File 94-91-7.3:

State Transit Capital Improvement Funds	\$14,680,946
Local Match****	<u>14,680,946</u>
Total	\$29,361,892

**** Local match resources include: Bridge Toll Net Revenues, Transit Impact Development fees, Hetch Hetchy funds, the San Francisco County Sales Taxes, Bay Area Rapid Transit (BART) District Extensions Capital Reserves, San Francisco Municipal Railway Improvement Corporation funds, State Urban Rail Bond funds, State Transit Capital Improvement funds, State Transit Assistance funds, and/or Safe Harbor Lease funds.

Description:

In January of 1992, the Board of Supervisors approved a resolution (File 94-91-8) authorizing the Public Utilities Commission (PUC) to apply for, accept, and expend Federal Section 9 Operating Assistance funds in the amount of \$7,532,454 and Urban Mass Transit Administration (UMTA) Section 9 Formula Assistance funds in the amount of \$26,819,276, plus \$6,704,819 in required State and/or local match funds, for a total of \$41,056,549 for four MUNI capital improvement projects. Of the \$41,056,549, a total of \$3,984,000 was placed on reserve for the 14-Mission Trolley Overhead Rehabilitation Project, pending the selection of contractors, the submission of budget details and the

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MBE/WBE status of the contractors. The PUC is now requesting the release of the \$3,984,000 in reserved funds (File 94-91-8.8).

The Board of Supervisors approved a second resolution (File 94-92-7) in September of 1992, authorizing the PUC to apply for, accept, and expend Federal Sections 3 and 9 Capital Assistance funds in the amount of \$49,948,996, plus \$10,530,276 in required State and/or local match funds, for a total of \$60,479,272 for seven MUNI capital improvement projects. Of the \$60,479,272, a total of \$2,987,674 was placed on reserve for the 14-Mission Trolley Overhead Rehabilitation Project, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. The PUC is now requesting the release of the \$2,987,674 in reserved funds (File 94-92-7.3).

The PUC is now requesting the release of the foregoing reserved funds for the construction phase of the 14-Mission Trolley Overhead Reconstruction Project in the amount of \$6,971,674 (\$3,984,000 plus \$2,987,674).

Budget:

The \$6,971,674 would be expended as follows:

Construction Contracts:

Prime Contractor, L. K. Comstock Company	\$4,052,622
Subcontractor, A. Luiz, Inc. (MBE) - Civil Engineering	1,601,873
Subcontractor, Cresci Electric Company (WBE)	<u>825.865</u>
Subtotal, Contracts	\$6,480,360

PUC Labor:

<u>Position</u>	<u>Wage Per Day</u>	<u>No. of Days</u>	<u>Cost</u>
Principal Engineer	\$751	30	\$22,526
Senior Civil Engineer	648	11	7,132
Assistant Electrical Engineer	408	71	28,934
Electrical Engineer	560	43	24,077
Senior Electrical Engineer	648	22	14,260
Electrical Engineer Associate I	370	76	28,092

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<u>Position</u>	<u>Wage Per Day</u>	<u>No. of Days</u>	<u>Cost</u>
Junior Civil Engineer	\$363	143	\$51,865
Assistant Civil Engineer	408	90	36,678
Civil Engineer			
Assistant I	272	96	26,089
Civil Engineer			
Associate I	370	61	22,548
Associate Civil			
Engineer	484	25	12,088
Civil Engineer	560	208	116,465
Project Manager	713	90	64,170
Project Control	484	30	14,520
Senior Mechanical			
Engineer	648	10	6,480
Senior Civil Engineer	648	10	<u>6,480</u>
Subtotal			\$482,404
Contingency (1.8% of labor costs)			<u>8,910</u>
Subtotal - PUC Labor			<u>\$491,314</u>
TOTAL			<u>\$6,971,674</u>

Comments:

1. According to Mr. Jerry Levine of the PUC, the PUC is requesting the release of only \$6,971,674 in reserved funds, or the sum of \$3,984,000 (File 94-91-8.8) and \$2,987,674 (File 94-92-7.3), for the 14-Mission Trolley Overhead Reconstruction Project. Therefore, File 94-92-6.3, requesting the release of \$1,004,800 in reserved funds, and File 94-91-7.3, requesting the release of \$379,387 in reserved funds, should be continued to the call of the Chair.
2. The 14-Mission Reconstruction Project total cost is approximately \$19 million and will provide for the rehabilitation and replacement of overhead wires, poles and other parts of the trolley overhead system serving MUNI's 14-Mission trolley route. MUNI has completed the 14-Mission Trolley Overhead Rehabilitation from Fourth Street to the downtown Embarcadero terminal loop and from Persia Street to the San Jose Avenue loop. The current phase of rehabilitation from Fourth Street to Persia Street is expected to be completed by the end of 1994 and will be funded by the proposed funds that are the subject of this request for release.

Recommendations: 1. Continue to reserve \$1,004,800 (File 94-92-6.3) and \$379,387 (File 94-91-7.3).

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2. Release reserved funds in the amount of \$6,971,674
(\$3,984,000 - File 94-91-8.8 plus \$2,987,674 - File 94-92-7.3).

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Item 2 - File 225-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 3, 1994.

Item: Hearing to consider the status of the class action lawsuit filed by Stanislaus County and others against PG&E and to further consider appropriate action by the City and County of San Francisco.

Description: According to the City Attorney's Office, Stanislaus County and a private individual have filed a class action lawsuit against Pacific Gas and Electric Co. (PG&E) regarding the rates that have been paid in California for natural gas that is supplied by PG&E. These rates are regulated by the California Public Utilities Commission (CPUC), which regularly reviews PG&E's rates to supply natural gas to its customers.

The CPUC has recently determined that rebates totaling \$115 million shall be awarded to PG&E customers for 1988 through 1990. In addition, the CPUC is currently reviewing PG&E's rates for 1991 and 1992. The CPUC has not yet received a recommendation on either of those rate years as of the present time.

The class action lawsuit filed by Stanislaus County alleges that the rebate established by the Administrative Law Judge for the period 1988-1990 does not reflect the full extent of overcharges to PG&E customers. The lawsuit further alleges that PG&E and its subsidiaries have engaged in anti-trust violations for which PG&E should be held liable for damages. A motion filed by PG&E to dismiss the Stanislaus County lawsuit was heard on May 9, 1994. According to the City Attorney's Office, a decision on this motion is expected within 90 days.

Item 3, File 194-94-1 of this May 17, 1994 report to the Government Efficiency and Labor Committee is a proposed resolution urging the Mayor to urge the City Attorney to explore the City's options for participating in litigation concerning purchases of natural gas from Canada by Pacific Gas & Electric Company.

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The City Attorney's Office has indicated that its representative, Mr. Tom Berliner, will be present at the May 17, 1994 meeting of the Government Efficiency and Labor Committee to review the details of the lawsuit and to answer questions concerning this matter.

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Item 3 - File 194-94-1

Item: Resolution urging the Mayor to urge the City Attorney to explore the City's options for participating in litigation concerning purchases of natural gas from Canada by Pacific Gas & Electric Company.

Description: According to Mr. Tom Berliner of the City Attorney's Office, Stanislaus County and a private individual have filed a class action lawsuit against Pacific Gas and Electric Co. (PG&E) regarding the rates that have been paid in California for natural gas that is supplied by PG&E. These rates are regulated by the California Public Utilities Commission (CPUC), which regularly reviews PG&E's rates to supply natural gas to its customers.

The CPUC has recently determined that rebates totaling \$115 million shall be awarded to PG&E customers for 1988 through 1990. In addition, the CPUC is currently reviewing PG&E's rates for 1991 and 1992. The CPUC has not yet received a recommendation on either of those rate years as of the present time.

The class action lawsuit filed by Stanislaus County alleges that the rebate established by the Administrative Law Judge for the period 1988-1990 does not reflect the full extent of overcharges to PG&E customers. The lawsuit further alleges that PG&E and its subsidiaries have engaged in anti-trust violations for which PG&E should be held liable for damages. A motion filed by PG&E to dismiss the Stanislaus County lawsuit was heard on May 9, 1994. According to the City Attorney's Office, a decision on this motion is expected within 90 days.

Item 2, File 225-94-1 of this May 17, 1994 report to the Government Efficiency and Labor Committee is a hearing to consider the status of the class action lawsuit filed by Stanislaus County and others against PG&E and to further consider appropriate action by the City and County of San Francisco.

This item (File 194-94-1) is a proposed resolution which would urge the Mayor to urge the City Attorney to explore the City's options for participating in this Stanislaus County litigation concerning PG&E's purchases of natural gas from Canada.

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Specifically, the proposed resolution would urge the Mayor to urge the City Attorney to:

- (1) explore the merits of the allegations in Stanislaus County v. PG&E, and meet with the attorneys representing the plaintiffs to obtain more information;
- (2) advise the Board of Supervisors as to whether the City should:
 - (a) maintain its position as a member of the class represented by the lawsuit [comprised of all PG&E ratepayers in Northern California];
 - (b) seek to become a named plaintiff in the litigation;
 - (c) file an amicus curiae ("friend of the Court") brief supporting the position alleged by Stanislaus County in the litigation, or
 - (d) file litigation on the City's own behalf; and,
- (3) negotiate a contract with the private attorneys representing Stanislaus County and other parties in the class action lawsuit that would protect the City from exposure to any costs or liabilities whatsoever in, or arising out of, this case, provided that the Board of Supervisors elects to proceed with the litigation and to associate itself with the current plaintiffs' counsel.

Comments:

1. Mr. Tom Berliner of the City Attorney's Office states that, if the plaintiff class of PG&E ratepayers in Northern California is certified by the Court as a class which has standing to file a class action lawsuit against PG&E, then the City and County of San Francisco would automatically become a member of the plaintiff class. In order not to join in the lawsuit, if the class is certified by the Court, then the City and County would have to opt out of the class in writing.
2. The proposed resolution would request the City Attorney to advise the Board of Supervisors of the City's options, which include (a) remaining in the class, (b) becoming a named plaintiff, (c) filing an amicus curiae brief, or (d) filing separate litigation by the City and County of San Francisco against PG&E.

Mr. Berliner states that, from a legal standpoint, there is no difference between options (a) and (b), since in either case the City would become a plaintiff in the lawsuit against PG&E. The purpose of filing an amicus curiae brief [option (c)], according to Mr. Berliner, would be to support the efforts of Stanislaus County to recover damages from PG&E for PG&E's alleged anti-trust violations; however, Mr. Berliner

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states that it is unlikely that the City could file an amicus curiae brief if the City were a plaintiff (either a named plaintiff or an unnamed member of the class) in the lawsuit. The City could also file its own lawsuit against PG&E seeking damages from the alleged anti-trust violations.

The proposed resolution would urge the Mayor to urge the City Attorney to explore the merits of the allegations in the lawsuit and to advise the Board of Supervisors concerning each of these options. Mr. Berliner reports that the City Attorney's Office has already investigated the merits of the litigation, and that the City Attorney's opinions on the merits of this litigation should be discussed in closed session.

3. If the City chose to participate in the lawsuit using the private counsel, the proposed resolution would urge the Mayor to urge the City Attorney to negotiate a contract with the private attorneys (who currently represent Stanislaus County and other plaintiffs in the class action lawsuit) that would protect the City from exposure to any costs or liabilities whatsoever in, or arising out of, this case. Mr. Berliner states that the City could participate in the lawsuit by retaining the private attorneys representing the class, by using the services of the City Attorney's Office, or by hiring other outside counsel.

Mr. Berliner states that, if these private attorneys were retained, a contract negotiated pursuant to the proposed resolution would provide that the private attorneys would retain liability for any costs associated with the lawsuit. According to Mr. Berliner, these potential liabilities include the payment of attorney's fees for PG&E's attorneys, the risk of financial sanctions imposed on the plaintiffs by the Court, and the risk of a counter-claim filed by PG&E against the plaintiffs included in Stanislaus County's class action lawsuit.

4. Mr. Berliner states that, if a contract were negotiated with outside counsel to represent the City in litigation against PG&E, the contract would in all likelihood be entered into on a contingency basis, whereby the attorneys would receive some percentage of any damages which were awarded by the Court if the lawsuit is successful. A contract entered into on such a contingency basis would not require the expenditure of City funds. Mr. Berliner states that to retain counsel on a fee-for-service basis in a lawsuit of this size would entail the expenditure of hundreds of thousands if not millions of dollars.

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5. Mr. Berliner reports that a representative of the City Attorney's Office will be present at the May 17, 1994 meeting of the Government Efficiency and Labor Committee to answer questions concerning this matter.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 4 - File 97-94-25

Department: Human Rights Commission (HRC)

Item: Ordinance amending Chapter 6 of the San Francisco Administrative Code by adding Section 6.52, which would require that certain City construction contracts include a provision requiring prime contractors to make good-faith efforts to hire San Francisco residents to comprise no less than 50 percent of their total construction work force.

Description: In response to complaints by San Francisco residents that contractors performing construction work or public works projects for the City are not hiring a sufficient number of San Francisco residents, the proposed legislation would mandate that contractors performing all such work would have to make good-faith efforts to ensure that at least 50 percent of their employees are San Francisco residents.

As such, the proposed ordinance would amend Chapter 6 of the City's Administrative Code by adding Section 6.52. Section 6.52 would provide that any contract for the construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements within the boundaries of the City would contain the following provision:

The contractor promises to make a good-faith effort, with the assistance of community organizations or hiring halls designated by the City, or of local labor unions, to hire individuals who are residents of the City and County of San Francisco, and who shall comprise no less than 50 percent of each contractor's total construction work force, measured in labor work hours.

In addition, Section 6.52 would provide that the contractor would be required to maintain and provide to the City an accurate record, showing the name, place of residence, hours employed and per diem pay of each person employed by the contractor, including full-time, part-time, permanent and temporary employees, in order to demonstrate the contractor's good-faith efforts to secure the employment of City residents.

Section 6.52 would further provide for the imposition of penalties enumerated in Sections 6.25 and 6.45 of the Administrative Code for the failure to abide by the foregoing contract provisions. Sections 6.25 and 6.45 of the

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Administrative Code respectively provide one-year and five-year penalties, during which the contractor shall not be awarded any further contracts by the City, for contractors who fail to live up to the terms of his or her contract.

- Comments:** 1. Mr. Ed Lee of the Human Rights Commission (HRC) advises that, in order to monitor and enforce compliance with the proposed ordinance, the HRC would need two additional 2996 Representatives, Human Rights Commission, each with an annual salary at Step One of \$43,065 and mandatory fringe benefits of \$6,890, for a total estimated cost of \$99,910 in the first year.

<u>Classification</u>	<u>No. of Positions</u>	<u>Annual Salary at Top Step</u>	<u>Estimated Cost, FY 1994-95</u>
2996 Representative, Human Rights Commission	2	\$52,304	\$99,910

2. In addition, Mr. Lee estimates that the HRC would incur between \$10,000 and \$15,000 in expenditures in the first year of the proposed ordinance for data collection, data entry, and software in order to recreate the HRC's software field so that residence statistics could be monitored.
3. Thus, according to the needs as stated by Mr. Lee, the total estimated cost of the proposed ordinance would be between approximately \$110,000 and \$115,000 in the first year.

- Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Items 5 and 6 - Files 93-94-12 and 93-94-12.1

Items: Resolution ratifying the administrative provisions of the Arbitrator's award regarding the terms and conditions of employment for employees represented by the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO for the term of July 1, 1994 through June 30, 1997 (File 93-94-12).

Ordinance implementing the fiscal provisions of the Arbitrator's award regarding the compensation of classifications represented by the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO for the period of July 1, 1994 through June 30, 1995 (File 93-94-12.1).

Description: In accordance with Charter Section 8.409-4, the International Federation of Professional and Technical Engineers, Local 21 (Local 21) commenced negotiations with the City, through the Mayor's Employee Relations Division, in February, 1994. When these negotiations reached impasse in early March, 1994, in accordance with Charter Section 8.409, a three person Arbitration Board was established, comprised of one member from the City (Mr. Carl Bunch), one member from Local 21 (Ms. Carol Isen) and the Chairperson, selected by the other two members from a list provided by the American Arbitration Association (Ms. Jerilou Cossack). The Arbitration Board was responsible for facilitating agreement between the City and Local 21.

The Arbitration Board convened on March 16, 1994 and conducted negotiations, mediation, formal arbitration hearings and executive sessions through the end of April, 1994. The Arbitration Board agreed that the best way to address the disagreements between the City and Local 21 was to approve a basic three year agreement, but provide for annual economic reopeners. Therefore, the proposed resolution would approve the administrative provisions of the Memorandum of Understanding (MOU) between the City and Local 21, which include the grievance procedures, basis for seniority, etc. from July 1, 1994 through June 30, 1997, a three year period. The proposed ordinance would approve the fiscal provisions of the MOU between the City and Local 21, which include the wage, fringe benefit and other economic provisions of the agreement, from July 1, 1994 through June 30, 1995, a one year period.

The proposed resolution and ordinance contain the following general cost provisions:

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Salary Increases - No salary increases in FY 1994-95.

Retirement Expenses - The City will provide an additional two percent of the employee's share of retirement costs effective October 1, 1994.

Health Benefits - The City will contribute \$75 per month per employee for dependent health care benefits through the City's Health Service System, effective March 1, 1995.

Furlough Days - The City will provide two additional paid furlough days in FY 1994-95.

Temporary Employees - The City will provide a five percent step increase for temporary employees.

Overtime - Overtime will be computed on the basis of the amount of time actually worked rather than the amount of time paid.

FY 1995-96 and FY 1996-97 - The City and Local 21 agree to reopen the proposed contract during the two subsequent years to negotiate additional provisions for salary, retirement and dependent health contributions.

In addition, there are numerous other provisions of the proposed agreement which will have fiscal impacts on the City, including a required 30-day notice for layoffs, a provision for reimbursement of parking fees, a per diem rate for miscellaneous expenses, an additional assignment pay, console operator premiums, a ten percent supervision differential, a sewage premium, interpreter pay, salary credits, appointment above entrance rates for new hires, night shift differentials, pay equity/comparable worth, voluntary and mandatory furloughs, pager pay, religious observances, holidays, training funds, employee assistance program, protective clothing allowance, personnel files and information to the Union.

For example, one of these provisions states that City approved mandatory furlough provisions shall not apply to Local 21 employees.

In addition, the proposed agreement contains the following major changes, which although might not have direct fiscal impacts on the City, may have indirect costs on the City:

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Grievance Procedures - Grievances would be expanded to include all conditions of employment, not just those specifically stated in the agreement.

Contracting Out - The City must provide notification to Local 21 at the time that the City issues requests for proposals.

Rehabilitation Professionals - The proposed agreement would commit the City to discussions regarding a merit point system, and permits Local 21 to submit any disputes in this area to an arbitrator, after six months.

Comments:

1. According to Mr. David Novorodsky of Local 21, there are approximately 2,000 City employees that would be affected by the proposed agreement. The affected employees include accountants, computer operators, management information systems analysts, purchasers, physical therapists, appraisers, engineers, planners, street and safety inspectors, legal assistants, etc.
2. It should be noted that in accordance with Charter Section 8.409, either the City, through the Employee Relations Division, or Local 21 can appeal the decision of the Arbitration Board to the Board of Supervisors. The Board of Supervisors, by a two-thirds vote, may reject the Arbitration Board's decision. According to Mr. Carl Bunch of the Employee Relations Division, neither the City nor Local 21 intends to appeal the proposed decision of the Arbitration Board.
3. As noted above, the proposed administrative provisions (File 93-94-12) would extend from July, 1994 through June, 1997, a three year period, although the proposed fiscal provisions would only extend from July, 1994 through June, 1995, a one year period (File 93-94-12.1). However, these fiscal provisions, including changes to salaries, retirement contributions by the City and dependent health care contributions would be subject to renegotiation in FY 1995-96 and FY 1996-97.
4. According to Mr. John Madden of the Controller's Office, although the Controller's Office did not have sufficient time to fully cost all of the provisions of the proposed agreement, Mr. Madden estimates the cost of the proposed agreement at approximately \$2,675,045 in FY 1994-95. Over the three year life of the contract, Mr. Madden estimates a total cost of approximately \$10.2 million based on the fiscal provisions of FY 1994-95 remaining the same through FY 1996-97. However, because there are provisions to reopen the contract

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in the two subsequent years, Mr. Madden indicates that the cumulative cost of \$10.2 million is probably significantly understated.

5. Mr. Kieran Murphy of the Employees Retirement System reports that, although he has not had an opportunity to review the proposed agreement, he would estimate the cost to the City of picking up the additional two percent of the employees share of the retirement cost at approximately \$1.5 million for FY 1994-95, comparable to the estimate of the Controller's Office. In addition, Mr. Murphy reports that the proposed agreement should not impact on retired employees' benefit payments. Furthermore, Mr. Murphy reports that assuming that the City pays all of the increase for the employees retirement costs, the proposed agreement should not have any fiscal impact on the Employee Retirement Trust Fund or on future employer (City) rates of contribution.

6. The Budget Analyst has not had sufficient time to thoroughly analyze the proposed agreement. Given the number of potential fiscal provisions identified above, the Budget Analyst recommends that these items be continued until the next Government Efficiency and Labor Committee Meeting, such that a thorough review and analysis of these provisions can be completed.

Recommendation: Continue the proposed resolution and ordinance until June 7, 1994.

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Item 7 - File 103-94-1

- Department:** Civil Service Commission
- Item:** Hearing to consider the Civil Service Commission's, Salary Survey for Registered Nurses, certifying to the Board of Supervisors that the highest prevailing maximum salary schedule for acute care nurses granted by a collective bargaining agreement in the six Bay Area counties as of April 15, 1994 and such other information as is required by Charter Section 8.403.
- Description:** Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing annual maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.
- Based on the results of the Civil Service Commission's survey, the highest prevailing maximum salary for acute care staff nurses (Staff Nurse III) on April 15, 1994 was \$30.70 per hour at the Stanford University Hospital. According to the Civil Service, the Stanford University Hospital contract provides for a 2.5 percent increase, which will increase this \$30.70 per hour rate to \$31.47 per hour, effective March 1, 1995.
- Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications. Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits. However, the Board of Supervisors may not provide additional conditions and benefits which exceed the dollar value of the combined salaries and benefits paid to the nurses at Stanford University Hospital.
- Comments:**
1. The highest prevailing maximum salary rate of \$30.70 paid by Stanford is \$2.31 per hour higher, or 8.1 percent more than the City's current maximum rate of \$28.39 per hour. However, the Civil Service report notes that the Stanford University Hospital contract requires 20 years of employment for nurses to reach that \$30.70 maximum rate. In contrast, nurses employed by San Francisco reach

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the City's maximum rate in five and one-half years. As a result, many of the City's nurses with less seniority are actually paid at higher salary rates than at Stanford University Hospital, as shown in the Attachment, prepared by the Civil Service Commission.

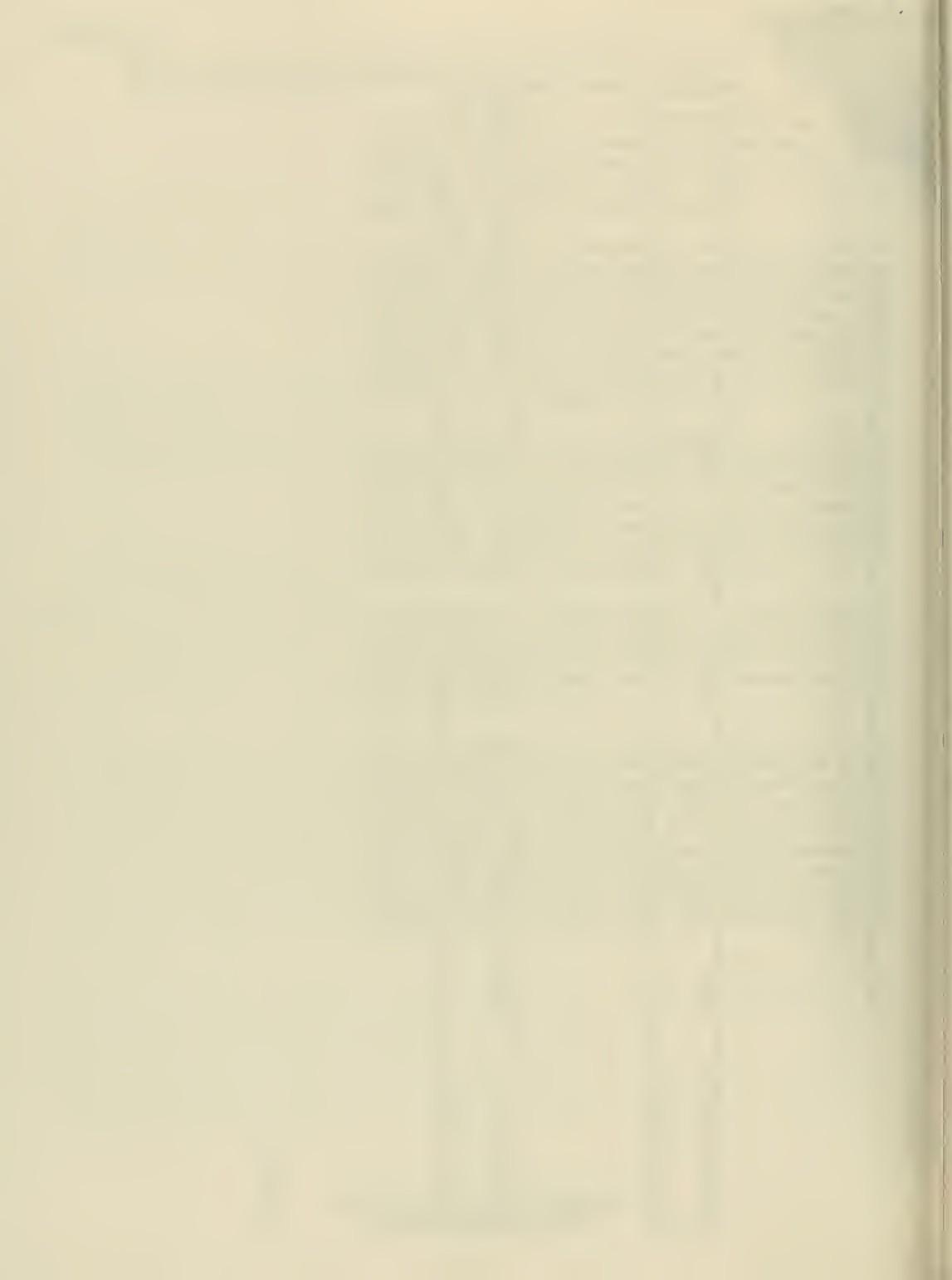
2. The Civil Service Commission's report also compares the City's benefits to the benefits provided to Stanford University Hospital nurses. These benefits include health, dental and paid time off (i.e., vacation, sick leave and holidays). According to the Civil Service Commission's report, the maximum salary and benefits provided to Stanford University's nurses exceeds the City's salary and benefits by approximately \$1.68 per hour.
3. According to Mr. Carl Bunch of the Employee Relations Division (ERD), the Memorandum of Understanding (MOU) between the City and the Nurses expired on April 30, 1994. Mr. Bunch reports that the employee organizations which represent the City's Registered Nurses are currently in negotiations with the City regarding a contract for Fiscal Year 1994-95.
4. According to Mr. Bunch, the City's nursing employees receive, in general, higher levels of fringe benefits than Miscellaneous employees, including paid health benefits for dependents, more salary steps, higher standby pay and higher shift differentials.
5. Mr. John Madden of the Controller's Office reports that until the negotiations are completed, an estimate of the actual cost to the City for wage and/or benefit increases for nurses cannot be determined. However, according to Mr. Madden, the total annual FY 1993-94 salary and fringe benefit cost to the City for nurses is approximately \$106 million. Therefore, each one percent increase in salary and fringe benefits to nurses will result in a corresponding approximate \$1.06 million increase in costs to the City.

CITY AND COUNTY OF SAN FRANCISCO / STANFORD UNIVERSITY HOSPITAL
REGISTERED NURSE RATES OF PAY - EFFECTIVE APRIL 15, 1994

SAN FRANCISCO	1	2	3	4	5	6	7	8	9
Years of Service	\$24.28	\$25.11	\$25.94	\$26.75	\$27.57	\$28.39			
---	0.5	1.5	2.5	3.5	3.5	5.5			

STANFORD	1	2	3	4	5	6	7	8	9
Years of Service	22.87	23.80	24.75	25.74	26.76	27.82	28.95	30.10	30.70
---	0.5	1.5	2.5	3.5	4.5	5.5	7.5	20	

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Item 8 - File 27-94-5

Department: San Francisco International Airport

Item: Ordinance approving the "Fixed Base Operations Services Operating Agreement" between AMR Combs, Inc. and the City and County of San Francisco, acting by and through its Airports Commission.

Agreement Amount: 100% of landing fee revenues, 50% of outdoor aircraft storage fee revenues, 16% of fuel gross revenues, and 25% of gross revenues earned from all other services, to be paid to the City by AMR Combs, Inc.

Agreement Period: Ten years commencing upon the first day of operation from the Fixed Base Operation (FBO) Facilities (see Comment 4).

Description: Under the proposed Agreement, AMR Combs, Inc. will construct and operate general aviation facilities (for corporate and privately owned aircraft). Their responsibilities include the control of landings, outdoor storage, and refueling of all such aircraft.

The Airport reports that it authorized staff to accept proposals for the FBO Services Operating Agreement. Proposals were received on December 22, 1993 from six companies: 1) AMR Combs, Inc., 2) Corporate Jets, 3) Golden Gate Aviation, 4) Johnson Controls d.b.a. Pacific Gateway Jet Center, 5) San Jose Jet Center, and 6) Signature Flight Services.

According to the Airport, a panel of Airport staff evaluated and ranked each bid and interviewed the top three bidders to choose the company that provides the best combination of experience, service, personnel and consideration. AMR Combs, Inc. was chosen by the panel as the top ranked bidder.

Right of Renewal: No

Comments:

1. The Airport reports that Signature Flight Services is the current operator of FBO services and has been since 1966. According to Mr. Bob Rhoades, Director of Property for the Airport, the current agreement provides revenue for the Airport as follows: 100% of the landing fees, 50% of outdoor aircraft storage fees, and approximately 7% of gross revenues earned from aircraft fuel sales and dispensing. Gross revenues

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earned from all other services are negligible. Mr. Rhoades advises that under the current agreement, the Airport, in calendar year 1993, generated approximately \$541,125 in operating revenues. The current agreement expired in February, 1994 but the expiration date of the agreement has been extended to coincide with the effective date of the proposed agreement (see Comment 4 below).

2. Mr. Rhoades reports that the Airport expects to generate approximately \$1.8 million annually in operating revenues under the proposed Agreement with AMR Combs, Inc., or \$1,258,875 more than the \$541,125 in revenues which the Airport received in 1993 and \$1,285,000 more than the estimated \$515,000 for Fiscal Year 1994-95.

3. The Human Rights Commission reports that AMR Combs, Inc. is not an MBE or WBE firm. However, the proposed Agreement states that AMR Combs, Inc. would use the City's procedures to select consultant and construction contractors, including meeting subleasing goals determined by the Airport for MBEs and WBEs.

4. According to Mr. Rhoades, the first day of operation for AMR Combs, Inc. is scheduled to be in October, 1995. Signature Flight Services will continue providing FBO services to the Airport until October, 1995. According to the proposed Agreement, AMR Combs, Inc. will, subject to Board of Supervisors approval of the Agreement, construct various Airport improvements outlined in the Agreement, including a ramp area for aircraft parking, a hangar and an automotive maintenance shop, and a road on the airfield. Mr. Rhoades reports that this construction is estimated to be completed by October, 1995. According to the proposed Agreement, the Airport will reimburse AMR Combs, Inc. on a monthly basis for all costs for improvements up to \$19.6 million to be funded from Airport bond proceeds authorized under the Airport's \$2.4 billion Master Plan.

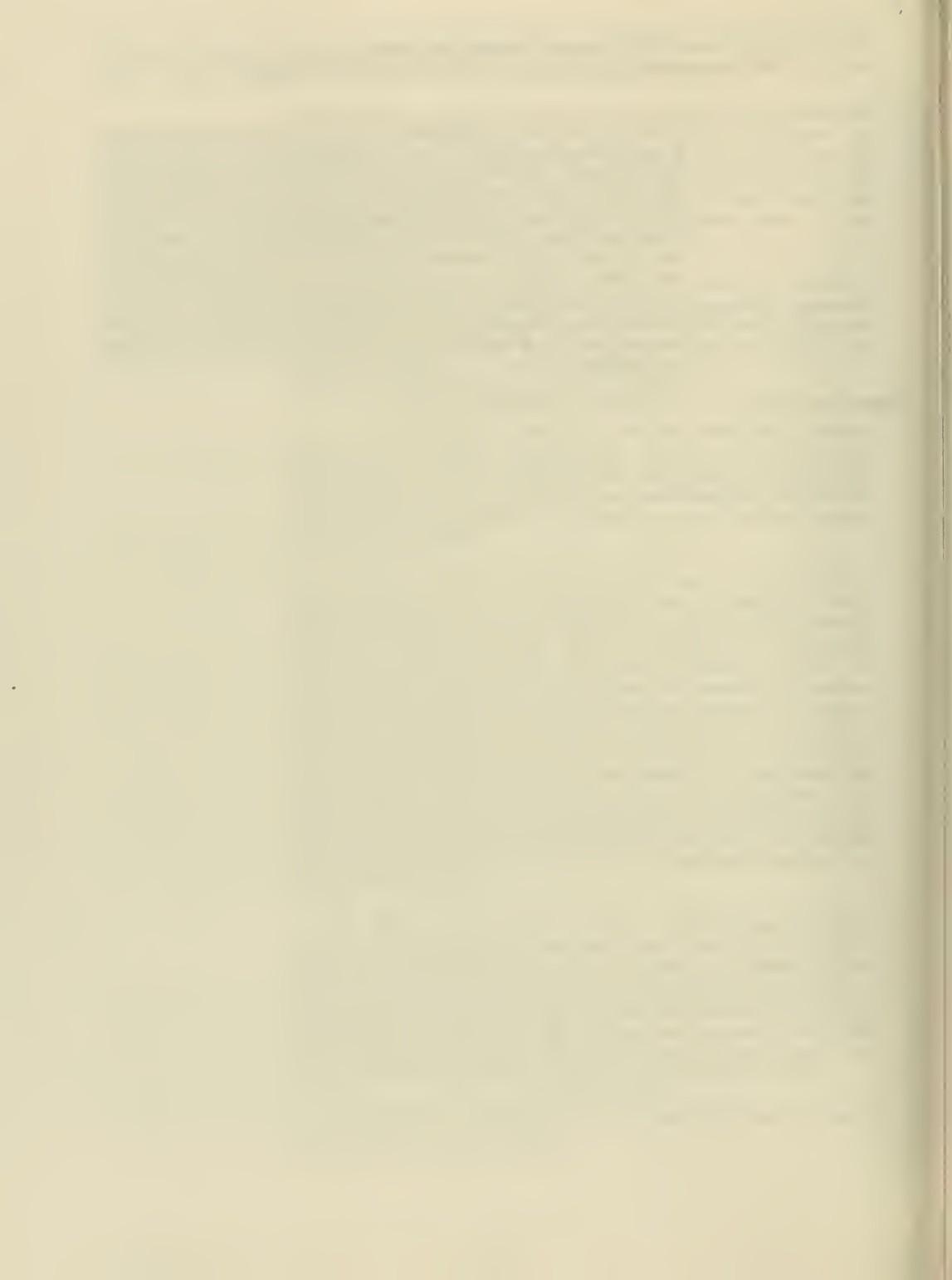
5. Mr. Marcus Perro of the Airport advises that the total amount of operating revenues estimated in the Airport's 1994-95 budget is \$515,000. Mr. Perro reports that although the Airport expects to receive more than \$515,000 from Signature Flight Services in Fiscal Year 1994-95, the \$515,000 figure is a conservative revenue estimate. These revenues are to be paid to the City by Signature Flight Services, as it will continue providing FBO services to the Airport until October, 1995.

6. The proposed Agreement was approved by the Airports Commission on April 19, 1994.

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7. According to Mr. Rhoades, the landing fees currently range from \$30 per landing for small aircraft to \$300 per landing for large aircraft. The current outdoor aircraft storage fees range from \$85 to \$694 per month based on aircraft size and weight. The fuel fees currently average approximately \$2.10 per aviation gallon. As noted above, AMR Combs, Inc. would pay the Airport 100% of landing fees, 50% of outdoor storage fees, and 16% of fuel revenues. Mr. Rhoades reports that it is expected that these fees will increase by Fiscal Year 1995-96, when the proposed Agreement will become effective. All fees are subject to Board of Supervisors approval in separate legislation.

Recommendation: Approve the proposed resolution.



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Item 9 - File 25-94-12

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 3, 1994.

Department	Department of Social Services	
Item:	Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Department of Social Services by a private contractor for a lower cost than similar services performed by City and County employees.	
Services to be Performed:	Janitorial Services for the Department of Social Services (DSS), at 170 Otis, 150 Otis, 1440 Harrison and at the Child Protective Services unit at San Francisco General Hospital, Building 80.	
Description:	The Controller has determined that contracting for janitorial services for fiscal year 1994-95 would result in estimated savings as follows:	
	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$255,432	\$309,167
Benefits	68,393	76,797
DPW Overhead	160,404	200,131
Operating Expenses	<u>53,000</u>	<u>53,000</u>
Total	\$537,229	\$639,095
<u>Contracted Service Costs</u>	<u>378,840</u>	<u>378,840</u>
<u>Estimated Savings</u>	\$158,389	\$260,255

- Comments:**
1. According to Ms. Judy Schutzman of the Department of Social Services (DSS), janitorial services for DSS at its various locations, were first certified as required by City Charter Section 8.300-1, for Fiscal Year 1978-79 and were provided by an outside contractor continuously from 1978 to 1991. Ms. Schutzman states that in 1991, the Office of the Controller did not certify the DSS's request for a Proposition J certification because DSS did not include in its application an estimate of the City-Operated Service Costs, if janitorial

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services were provided by DSS. Ms. Schutzman reports that the Department of Public Works (DPW) has provided janitorial services for DSS from 1991 until the present.

2. According to Mr. Raymond Zahnd of the Department of Public Works, as a result of the proposed contract services for DSS, three permanent 2708 Custodians would be laid-off. In addition, Mr. Zahnd states that 6.5 temporary 2708 Custodian positions would be eliminated.
3. The Contracted Service Costs used for the purpose of this analysis is based on an informal bid from American Building Maintenance.
4. According to Ms. Schutzman, upon approval of the proposed resolution, DSS plans to issue an Invitation for Bids for these janitorial services.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.
6. Ms. Josie Mooney of the Service Employees International Union (SEIU), Local 790 reports that SEIU has not officially met with the Department of Social Services to discuss this proposed custodial contract of services. As of the writing of this report, Ms. Mooney indicates that SEIU is opposed to the proposed contracting out of DSS's custodial services.
7. Ms Schutzman reports that representatives from the Department of Public Works, DSS and SEIU are meeting on May 16, 1994 to discuss this matter. Representatives from DSS will be available at the May 17, 1994 Government Efficiency and Labor Committee meeting to discuss the results of this meeting.

Recommendation: Since this would be the first time such services are being contracted out since 1991 and since this contract would result in the layoff of three permanent 2708 Custodians, and the elimination of 6.5 temporary 2708 Custodian positions, approval of the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: SOCIAL SERVICES
CONTRACT SERVICES: JANITORIAL
CONTRACT PERIOD: 7/1/84 - 7/1/85

- (1) Who performed activity/service prior to contracting out?

DPW BUILDING REPAIR FOR THREE YEARS.

PRIVATE CONTRACTED PRIOR

- (2) Number of City employees laid off as a result of contracting out?

9.5 PROPOSED

- (3) Explain disposition of employees if they were not laid off?

- (4) What percentage of City employee's time is spent on services to be contracted out?

100%

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

CONTRACTED OUT FOR 10 YEARS FROM 1983-1991

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1978. NOT CERTIFIED IN 1992 - CONTROLLER
WOULD NOT CONSIDER DPW OVERHEAD IN COST
CALCULATION.

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

PURCHASER AWARDS CONTRACT VIA COMPETITIVE
BIDDING INCLUDING MBE/WBE PREFERENCE

Department Representative:

JUDITH SCHUTZMAN

Telephone Number:

557-6432

Memo to Government Efficiency and Labor Committee
May 17, 1994 Government Efficiency and Labor Committee Meeting

Item 10 - File 25-94-13

Department:	Department of Public Health (DPH) San Francisco General Hospital (SFGH) Substance Abuse Services	
Item:	Resolution concurring with the Controller's certification that the weekend and holiday security guard services can be practically performed for the Department of Public Health, San Francisco General Hospital, Substance Abuse Services, by a private contractor for a lower cost than similar work performed by City employees.	
Services to be Performed:	Security Guard Services	
Description:	The Controller has determined that contracting out for weekend and holiday security guard services for the SFGH's Substance Abuse Services Division would result in the following estimated savings in FY 1994-95:	
	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$6,338	\$7,814
Fringe Benefits	1,738	1,969
Total	\$8,076	\$9,783
<u>Contractual Services Cost</u>	5,500	5,500
<u>Estimated Savings</u>	\$2,576	\$4,283
Comments:	<ol style="list-style-type: none">1. In 1983, the subject security guard services were first certified, as required by San Francisco Charter Section 8.300-1, and have been provided by an outside contractor continuously since 1983.2. The current one-year contract, which expires June 30, 1994, is with Cal State Patrol. The DPH is seeking to renew the current contract with Cal State Patrol, based on the company's demonstrated ability to serve the substance abuse population.3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security guard services for FY 1994-95.	

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4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

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CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFGH Psychiatry - Substance Abuse Services

Contract Services Security Guard Services

For the term starting approximately 7/1/94 through 6/30/95

- 1) Who performed services prior to contracting out?

These services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

No city employee have ever been hired for this service.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

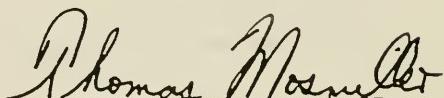
Ten years.

- 6) What was the first fiscal year for a Proposition J Certification?

FY '83 - '84.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The vendor is a minority owned business.


Thomas Norem Jr.
Department Representative

Telephone 206-8764

Memo to Government Efficiency and Labor Committee
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Item 11 - File 25-94-7

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 3, 1994.

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner/Coroner can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner.

Description: The Controller has determined that contracting for body removal services for fiscal year 1994-95 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$144,890	\$175,900
Benefits	<u>31,643</u>	<u>36,493</u>
Total	\$176,533	\$212,393
<u>Contracted Service Costs</u>		
	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>		
	\$70,283	\$106,143

- Comments:**
1. This is the first time that such body removal services will be contracted out.
 2. According to Mr. Herbert Hawley of the Medical Examiner/Coroner's Office, the Medical Examiner/Coroner's Office plans to issue a Request for Proposals (RFP) from private companies for these body removal services in May, 1994, pending approval of the proposed resolution. Mr. Hawley advises that the contract will be bid and awarded in accordance with the City's MBE/WBE Ordinance.
 3. Body removal services currently require three FTE Medical Examiner Investigators. Therefore, three Medical Examiner Investigators would be eliminated if these services were contracted out, according to the Medical

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Examiner/Coroner's Office. The Medical Examiner/Coroner's Office advises that no City employees would be laid off if this service is contracted out because three vacancies currently exist in the Department. According to the Medical Examiner/Coroner's Office, if the proposed resolution is approved, the three vacant positions would be eliminated.

4. The Contracted Service Costs are based on a cost of \$70 to remove two persons from a single site or \$55 to remove one person. The contract would provide for the removal of approximately 1,932 to 3,036 persons.

5. Mr. Bill Lloyd of the Service Employees International Union (SEIU), Local 790 reports that SEIU representatives are still meeting with representatives from the Medical Examiner/Coroner's Office and has requested that this resolution be continued pending the outcome of these meetings.

6. Mr. Hawley reports that the Medical Examiner/Coroner's Office is still discussing this matter with the City Attorney's Office, the Chief Administrative Officer, the Mayor's Employee Relations Division and representatives from SEIU. Mr. Hawley indicates that representatives from the Medical Examiner/Coroner's Office will attend the May 17, 1994 Government Efficiency and Labor Committee Meeting to respond to questions from the Committee members regarding the current issues of concern.

7. The Controller's supplemental questionnaire, with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Since this will be the first time that such services have been contracted out and since it is anticipated that three vacant Medical Examiner Investigator positions would be eliminated, approval of the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Medical Examiner For time Period 07/01/1994 onContract Services Body Removal Service

- 1) Who performed services prior to contracting out?
Medical Examiner's Investigators as a part of their other duties

- 2) Number of City employees laid off as a result of contracting out?
0 (None)

- 3) If the employees were not laid off as a result of contracting out, what happened to them? One is probably being promoted, (pending exam)
One was terminated
One has resigned.

- 4) What percent of a City employee's time is spent on services to be contracted out? Variable as removals are made on an as needed basis, but this is a small part of the investigators work.

- 5) How long have the services been contracted out? This is the first request, but this will be on-going .

- 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.
H. Hawley

Department Representative
Telephone: _____ 553-1694

Item 12 - File 39-94-1

1. This item is a hearing to consider the findings of the 1993-94 Civil Grand Jury of the City and County of San Francisco dated February 8, 1994 concerning the San Francisco Juvenile Justice system.
2. The Civil Grand Jury's findings and recommendations, included in their report entitled San Francisco Juvenile Justice, involve the following areas:
 - Policy and program coordination between the various City departments and commissions involved with juvenile justice.
 - Development and funding of a major early detection and prevention program.
 - Appointment of a special grant procurement staff to seek state funds and federal grants to support juvenile programs such as early detection and prevention.
 - Development of a program to track serious habitual offenders, arrest them when they commit crimes, and petition for harsher sentences for serious habitual offenders than for non-habitual offenders.
 - Improvement of Municipal Railway security.
 - Development of a juvenile division within the Police Department with specially and continually trained officers assigned to each precinct.
 - Development by the Juvenile Probation Department of a computerized case management system to be shared by all departments or agencies requiring access to individual case files.
 - Further consideration of combining the staffs of the Adult and Juvenile Probation Departments to allow varied assignments on a rotating basis; raising personal safety standards for probation staff; and appointment of an independent auditor to examine the current practice of using generous overtime to improve personnel safety and security.
 - Evaluation by the Juvenile Probation Commission of all senior probation staff members, including the Director; implementation of any necessary staff reassessments or changes.
 - Development of a long term plan for the use of all physical plant facilities, along with the current plan to replace the Youth Guidance Center.
 - Development of a five-county regional center for female offenders, with separate living arrangement for offenders with children.
 - Streamlining of the system by which juvenile offenders are processed and disposed.

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Memo to Government Efficiency and Labor Committee
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- Completion of an audit and policy review of the entire Juvenile Justice System, with special consideration to long term planning and budget allocation based on current projections for increases in juvenile crime. Serious consideration should be given to forming a composite budget for all governmental agencies involved with juvenile justice, as the first step toward reorganization and the development of a continuum of services starting at the beginning of primary school and continuing through young adulthood.
- Gearing of San Francisco Unified School District programs for juvenile offenders to a population with whom there will be short and often erratic contact, who are poorly motivated, and who have backgrounds of educational failure. Prosecution of parents or guardians who do not participate in the education and habilitation of their juvenile offenders to the full extent of the law.
- Installation by the Health Department of a drug testing program as part of its general health examination of juvenile offenders; periodic monitoring of high risk individuals within each facility; and referring of substance abuse cases for appropriate treatment. Voluntary drug testing should be included as a condition of probation for those offenders with substance abuse problems.
- Development of performance testing and defined obligations for probation officers and those providing community services.
- Re-evaluation of existing policy for follow-up of offenders after release by the Juvenile Probation Department, the Health Department, the Department of Social Services and the Police Department. The follow-up programs should target individuals and their families, giving special attention to serious habitual offenders, including sex offenders; non-violent repeat offenders; and high risk offenders from inter-generational crime families.

The San Francisco Juvenile Justice Grand Jury report contains a summary of the report, background on juvenile crime in San Francisco, and a full presentation of the findings and recommendations summarized above.

Comments

1. Three letters from Mr. Fred Jordan of the Juvenile Probation Department, commenting on the Grand Jury report, have been received by the Clerk of the Board and are attached to the report. The letters question the source and accuracy of several statistics related to juvenile crime in San Francisco that are referenced in the Juvenile Justice System report, respond to criticisms of the senior staff of the Juvenile Probation Department that are made in the report, detail Mr. Jordan's strategy for dealing with serious habitual offenders, and provide a response from the Juvenile Probation Department to each of the Grand Jury recommendations. Comments on the Grand Jury report from Ms. Arlene Sausser, Chief Adult Probation Officer, are also attached to the report. The other agencies to which

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recommendations are directed, including the Mayor's Office, the Police Department, the Department of Public Health and the School District, have not responded to the Grand Jury Report. However, these agencies can submit responses directly to the Superior Court. Mr. Arnold Lowe, Foreman of the Civil Grand Jury, states that the Civil Grand Jury may provide a written response to comments from City agencies to the Superior Court.

2. The Civil Grand Jury report does not include cost estimates for implementing the recommendations.

Recommendation

Prepare in and report out a resolution to transmit the Civil Grand Jury report concerning the San Francisco Juvenile Justice system to the Presiding Judge of the Superior Court who empaneled the Grand Jury.

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Item 13 - File 172-94-15

Department: Juvenile Probation Department

Item: Resolution ratifying the Juvenile Probation Commission's contract for the purchase of water for the domestic and irrigation water supply of Log Cabin Ranch.

Term: April 22, 1993 through April 21, 2013 (20 years)

Payment: \$2,500 per year

Source of Funds: General Fund

Description: Log Cabin Ranch is the City-owned juvenile detention facility in San Mateo County operated by the Juvenile Probation Commission. Because there are no municipal water distribution systems serving the area where Log Cabin Ranch is located, Log Cabin Ranch's water needs have, since its opening at this site in 1942, been met by diverting water from the adjacent Mindego Creek in San Mateo County. However, in 1993, the San Mateo Superior Court concluded that Log Cabin Ranch was required to secure a permit to divert the water from the State Water Resources Control Board. Log Cabin Ranch obtained such a permit, but because the water of the stream system has been legally declared fully appropriated during the summer months, Log Cabin's permit does not allow diversion between June and October. The proposed resolution would ratify a water transfer contract negotiated with other water users in the system who do have summer water diversion rights, which allows Log Cabin Ranch to divert sufficient water to meet its needs between the months of June and October.

The proposed contract gives Log Cabin Ranch the right to divert 15,000 gallons per day of water annually between June 1 and October 31, for a period of 20 years, from April 22, 1993 through April 21, 2013. The proposed contract includes an option by the Juvenile Probation Commission to renew the contract for an additional 10 year period, through April 21, 2023. Under the proposed contract, Log Cabin Ranch must pay the sellers of these water rights a total of \$500 per month, or \$2,500 per year for 5 months of water diversion each year through 2013 (or 2023 if Log Cabin Ranch exercises the option to renew the contract).

Comments:

1. Ms. Christiane Hayashi of the City Attorney's Office reports that the contract proposed for ratification under this proposed resolution was approved by the San Mateo County

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Superior Court and the State Water Resources Control Board
in September, 1993.

2. Mr. Michael McGuinness of the Juvenile Probation Department states that the \$2,500 contract payment is included in the proposed FY 1994-95 Juvenile Probation Department budget.

3. The contract proposed for ratification in this resolution went into effect on April 22, 1993. Ms. Hayashi advises that the City Attorney's Office recently became aware that the proposed contract requires Board of Supervisors approval under Charter Section 3.502, because the contract term exceeds 10 years. Therefore, the proposed resolution should be amended to provide for retroactive ratification of the contract.

Recommendation: Amend the proposed resolution to retroactively ratify the Juvenile Probation Commission's contract for the purchase of water for the domestic and irrigation water supply of Log Cabin Ranch, and approve the proposed resolution as amended.

Memo to Government Efficiency and Labor Committee
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Item 14 - File 39-94-3

1. This item is a hearing to consider the findings of the 1993-94 Civil Grand Jury Report of the City and County of San Francisco dated March 14, 1994 concerning the Sheriff's Department County Jails.
2. The Civil Grand Jury's recommendations included in their report are as follows:

County Jail #1

- Sworn personnel responsible for record keeping should be replaced with a Civil Service Clerical Class. The clerical staff would work under the direct supervision of sworn personnel.

The Sheriff must assess the way departmental staff are deployed. Budget constraints can no longer allow only sworn personnel to perform duties that could be done effectively by clerical series employees.

- Deputies replaced by clerical staff should be assigned to duties consistent with their training as peace officers and their experience in transporting prisoners. The Sheriff should be responsible for picking up prisoners from District Police Stations. When a Deputy is not transporting prisoners, the Deputy should be assigned to areas specifically under the jurisdiction of the Sheriff (e.g. replacing Police Officers assigned to a court).
- The Sheriff should install an on-line system to replace the manual intake/release procedure and establish a central records division providing easier access to inmate information.

County Jail #2

- The Board of Supervisors and the Mayor should approve the Sheriff's budget request for funds to make necessary repairs and correct the deficiencies that are violations of State regulations. The continued failure to correct the areas of non-compliance could result in costly sanctions.

County Jail #3

- The Board of Supervisors, Mayor, and Sheriff should make a joint, concerted effort to seek funding for the building of a new, much-needed facility.

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Based on the current financial crisis in the City and the general economic state facing the electorate of San Francisco, it is unlikely that a bond issue to replace this ancient and outmoded facility would pass.

County Jail #7

- The Police and Sheriff should be granted more authority to identify illegal aliens and notify the proper agency of their "in custody" status. Release of illegal aliens to INS would help in reducing the inmate population. Prisoners with detainers (a detainer is a writ to continue holding a person already in custody) should be removed from the County at the earliest possible time for release to the jurisdiction that lodged the detainer.
- The District Attorney should give a high priority to cases involving defendants with detainers. Early disposition of these cases would have a significant impact on the reduction of the jail population.

Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury's reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. A resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.
2. The Clerk of the Board has requested responses from the subject department. The Department's responses are in the file.
3. The Civil Grand Jury report does not include cost estimates for implementing its recommendations.

Recommendation

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors' comments to the Presiding Judge of the Superior Court who impaneled the Grand Jury.

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Memo to Government Efficiency and Labor Committee
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Item 15 - File 39-94-4

1. This item is a hearing to consider the findings of the 1993-94 Civil Grand Jury Report of the City and County of San Francisco, dated February 23, 1994 concerning the Department of Social Services' Emergency Hotel Shelter Program within General Assistance.
2. The Civil Grand Jury's recommendation included in their report is as follows:
 - The Department should request the opinion of the City Attorney's Office regarding the appropriateness of continuing to deliver services under the terms of the September, 1985 stipulated judgment versus conforming to current statutory levels.

Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury's reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. A resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court must be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.
2. The Clerk of the Board has requested responses from the Department of Social Services. The Department's responses are in the file.
3. The Civil Grand Jury report did not include cost estimates associated with implementing its recommendation.

Recommendation

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court who impaneled the Grand Jury.

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
May 17, 1994 Memo to Government Efficiency and Labor Committee

Item 16 - File 97-94-27

- Department:** Recreation and Park Department
- Item:** Ordinance amending the San Francisco Administrative Code by adding Section 6.1-3, relating to time for award of public work contracts requiring the approval of the City's Recreation and Park Commission.
- Description:** Because there is currently an existing Section 6.1-3 in the Administrative Code, the City Attorney's Office reports that the proposed legislation should be amended to reflect that the proposed ordinance would add Section 6.1-5 rather than Section 6.1-3.
- The proposed ordinance would amend Chapter 6 of the San Francisco Administrative Code titled Contract Procedure, by adding a new section, Section 6.1-5 titled Time For Award of Contracts Requiring Approval of the Recreation And Park Commission.
- The proposed new Section 6.1-5 of the Administrative Code states the following: "Notwithstanding the provisions of Section 6.1 of this chapter, for any public work contract requiring the approval of the Recreation and Park Commission of the City and County of San Francisco, the Director of Public Works, upon the approval of the Chief Administrative Officer, may award the contract up to a period of 120 days where that period of time is specified in the Special Provisions for any such contract, with the consent of the successful bidder."
- Comments:**
1. According to Mr. John Cribbs, Director of Public Works, this proposed Section would extend the time currently allowed to award Recreation and Park Department contracts from the time bids are received to the time the contract is awarded. The time would be extended by 60 days, from 60 days to a 120 day maximum, between receipt of the bid and award of the contract. Mr. Cribbs reports that this time extension is necessary to insure that the Recreation and Park Commission has time to recommend award of a contract and that the Board of Supervisors has time to release funds which they may have placed on reserve. According to Mr. Cribbs, the present process is too time consuming to meet the 60 day time period currently required under Section 6.1 of the Administrative Code.

2. Mr. Cribbs reports that the proposed new Section 6.1-5 would simply authorize the time extension for awarding Public Works contracts requiring Recreation and Parks Commission approval from 60 days from the time bids are received to the award of the contract, to 120 days from the time bids are received to the award of the contract.

Recommendations:

- 1) Amend the title and body of the proposed ordinance to reflect that the Section to be added to the Administrative Code is Section 6.1-5 rather than Section 6.1-3.
- 2) Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 17 - File 97-94-28

Department: Department of Public Works

Item: Ordinance amending the San Francisco Administrative Code by amending Section 6.1-2, relating to time for award of contracts for Federal and State grant and loan projects.

Description: The proposed ordinance would amend Chapter 6 of the San Francisco Administrative Code titled Contract Procedure, by amending Section 6.1-2, currently titled Time For Award of Contracts For Federal And State Grant Projects. The proposed ordinance would amend the title and body of Section 6.1-2 to include State loan funded projects as well. The proposed additions to Section 6.1-2 are underlined below:

"Section 6.1-2 - Time For Award of Contracts For Federal And State Grant And Loan Projects: Notwithstanding the provisions of Section 6.1 of this chapter, the Director of Public Works, upon the approval of the Chief Administrative Officer, may award any contract for which federal or state grant and/or loan funds are available to the City and County within the period of time specified in the Special Provisions for any such contract, or within an extended period beyond such specified in the Special Provisions for any such contract, or within an extended period beyond such specified time with the consent of the successful bidder."

Comments:

1. According to Mr. John Cribbs, Director of Public Works, the proposed amendment to include State loans under Section 6.1-2 is necessary because State grants for clean water projects have run out and the only available funding is through State loans. Therefore, the Administrative Code should include the time for award of contracts for State loan projects as well as Federal and State grant projects. The proposed legislation would be subject to the same "time for award" procedures as grant projects.
2. Section 6.1 of the Administrative Code requires that projects be awarded within 60 days from the time that a department receives a bid to the award of a contract.
3. Mr. Cribbs advises that the proposed ordinance does not have any fiscal impact on the City.

Recommendations: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 17, 1993 Government Efficiency and Labor Committee Meeting

Item 18 - File 172-94-16

Departments: Department of Electricity and Telecommunications
Public Utilities Commission (PUC), Municipal Railway (MUNI)

Item: Resolution authorizing two license agreements for roof top space and electrical service for various radio antennae, transmitters and relay equipment, on a building located at 555 California Street, for the Department of Electricity and the Municipal Railway.

License Agreement

Rental Amounts: Department of Electricity and Telecommunications - \$1,600 per month or \$19,200 annually (includes electrical service)

Municipal Railway - \$800 per month or \$9,600 annually (includes electrical service)

License Agreement Period:
Department of Electricity and Telecommunications - July 1, 1993 through June 30, 1998 (five years)

Municipal Railway - November 1, 1993 through October 31, 1998 (five years)

Source of Funds: Department of Electricity and Telecommunications - General Fund

Municipal Railway - General Fund

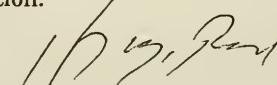
Description: The proposed resolution would authorize the renewal of two license agreements for roof top space and electrical service, at 555 California Street, for various radio antennae, transmitters and relay equipment, between the City and the owners of the property, 555 California Street Partners. Ms. Claudine Venegas of the Real Estate Department advises that the prior license agreements with the Department of Electricity and Telecommunications and the Municipal Railway expired on June 30, 1993 and October 31, 1993 respectively. According to Ms. Venegas, due to a lengthy negotiation process, the Department's submission of these license agreements, to the Board of Supervisors for approval, was delayed. Ms. Venegas reports that the Department of Electricity and Telecommunications and the Municipal Railway have maintained and operated equipment at the 555 California Street site since 1987 and 1986 respectively.

Memo to Government Efficiency and Labor Committee
May 17, 1993 Government Efficiency and Labor Committee Meeting

Comment:

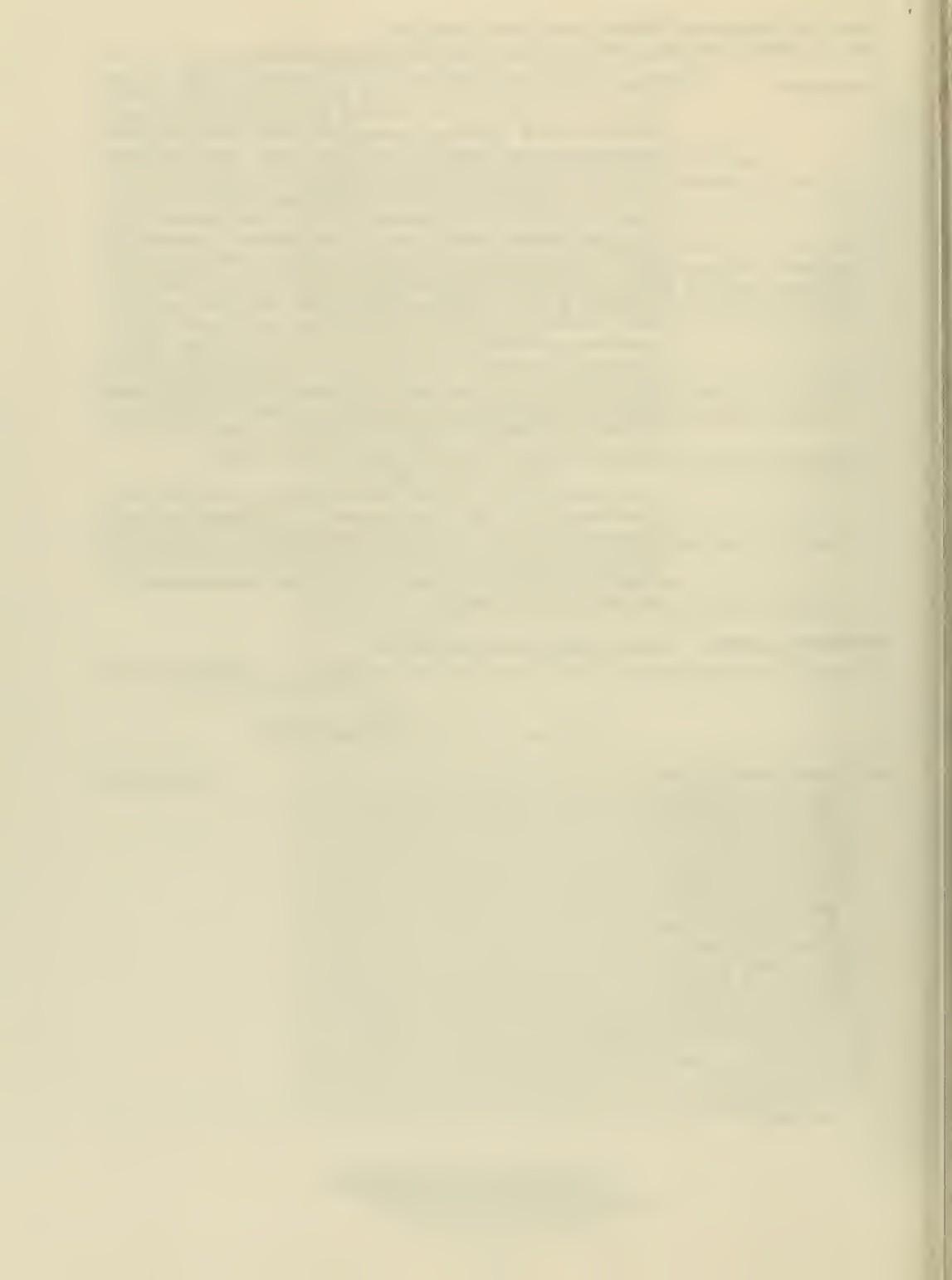
1. Ms. Venegas advises that the proposed monthly rental amount of \$1,600 to be charged to the Department of Electricity and Telecommunications under the proposed license agreement is \$1,042 or 187 percent more than the monthly rental amount of \$558 which was charged under the prior license agreement. Ms. Venegas also reports that the proposed monthly rental amount of \$800 to be charged to the Municipal Railway under the proposed license agreement is \$300 or 60 percent more than the monthly rental amount of \$500 which was charged under the prior license agreement. According to Ms. Venegas, although the proposed monthly rental amounts to be charged to these two departments represent a substantial increase over the previous rental amounts, the proposed rental amounts are (1) in line with a similar lease recently executed by the City with Bay Area Cellular Telephone for rental of a site at the Hall of Justice for radio and telephone equipment and (2) representative of the current fair market value for such rental space.
2. As previously noted, the start-up dates for the license agreements for the Department of Electricity and Telecommunications and the Municipal Railway are July 1, 1993 and November 1, 1993 respectively. As such, the proposed resolution provides for the license agreements to be entered into retroactively.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST



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CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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TUESDAY, JUNE 7, 1994

1:00 PM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.

- a. File 138-94-5. [Food Stamp Trafficking Task Force] Resolution authorizing the District Attorney of San Francisco to apply for, accept and expend funds up to the amount of \$1,588,677.00 from the State of California Department of Social Services, including up to \$97,081.00 in indirect costs or 10% of the total salary of Program Personnel, which is 100% funded by the State of California, Department of Social Services. (District Attorney)

ACTION:

- b. File 94-94-2. [1993-94 Muni Operations Claim to MTC] Resolution authorizing the PUC to apply for, accept and expend \$204,051 Transportation Development Act (TDA) Article 3 Funds for 1993 operations. (Public Utilities Commission)

ACTION:

- c. File 38-94-6. [Acceptance of Gift, Friends of Recreation & Parks] Resolution accepting a gift valued at \$9,000 from Friends of Recreation and Parks for use by the Recreation and Park Department. (Recreation and Park Department)

ACTION:

- d. File 61-94-3. [Contract Award Extension] Resolution granting extension of time for awarding Municipal Railway Contract No. 1101R2, Muni Metro System, Market Street Track Replacement, Phase 4 - Eleventh Street to Duboce Avenue. (Public Utilities Commission)

ACTION:

- e. File 30-92-4.4. [Release of Reserved Funds] Hearing requesting release of reserved funds, Department of Public Health, AB 75 Capital Outlay Plan, in an amount totalling \$64,000, for capital improvements at San Francisco General Hospital (\$47,000 to repair the Oral Surgery Suction System and \$17,000 to replace Nurse Call System); see File 30-92-4.1, Resolution No. 209-93 (Department of Public Health)

ACTION:

- f. File 146-92-46.17. [Release of Reserved Funds] Hearing requesting release of reserved funds, Department of Public Health, Community Public Health Services, Bureau of Family Health, in the amount of \$10,000, for contractual services, to administer a portion of the Perinatal Incentive Program, "Baby Points" (Polaris Research and Development, Contractor); see Resolution No. 614-92. (Department of Public Health)

ACTION:

- g. File 146-92-46.18. [Release of Reserved Funds] Hearing requesting release of reserved funds, Department of Public Health, Community Public Health Services, Bureau of Health Promotion and Education, in the amount of \$10,000, for contractual services, to administer the Perinatal Tobacco Cessation Program (California Association for Health Education, and Dignity, Inc. "CAHEED", contractor); see File 146-92-46.2. (Department of Public Health)

ACTION:

- h. File 30-93-23.1. [Release of Reserved Funds] Hearing requesting release of reserved funds, Department of Public Health, AB 75 Capital Outlay Plan, in the amount of \$100,000, for the Gastroenterology Clinic Renovation Project (Lem Construction, Inc., contractor). (Department of Public Health)

ACTION:

- i. File 148-92-7.3. [Release of Reserved Funds] Hearing requesting release of reserved funds, Department of Public Works, Hazard Mitigation Grant, in the amount of \$1,154,364 for Phase 2 of the Laguna Honda Hospital Boiler Room OES Project No. 92. (Department of Public Works)

ACTION:

- j. File 194-93-2.1. [Release of Reserved Funds] Hearing requesting release of reserved funds, City Attorney, in the amount of \$8,000, for consultant to provide bi-lingual translation services for the Code Enforcement Task Force. (City Attorney)

ACTION:

REGULAR CALENDAR

2. File 251-94-1. [Status of City employee compensatory time] Hearing to consider the status of City employee compensatory time; the appropriateness of compensatory time, particularly for Executive Management employees with base salaries exceeding \$100,000; and the need to establish procedures to standardize the accounting for compensatory time on a city-wide basis. (Supervisor Leal)

ACTION:

3. File 97-94-26. [Compensatory Time Off Pay Restrictions] Ordinance amending Administrative Code by adding Section 18.14 to place restrictions on use and accrual of compensatory time off pay for certain highly paid classifications of city employees. (Supervisors Leal, Kennedy, Kaufman, Migden, Alioto)

ACTION:

4. File 251-94-3. [Compensatory Time Off/Overtime Pay Accounting] Resolution urging the Human Resources Department and urging the Controller to develop centralized, citywide standards for use, accrual and recordkeeping relating to compensatory time off and overtime pay. (Supervisors Leal, Kaufman, Migden, Kennedy, Alioto)

ACTION:

5. File 221-94-4. [Compensation Reform, City Employee] Resolution urging the Mayor to urge the Department of Human Resources to conduct a comprehensive classification study and to work with labor organizations, city commissions and city departments in developing the study. (Supervisors Kaufman, Leal)

ACTION:

6. File 97-94-25. [Contract Procedure] Ordinance amending the Administrative Code (Contract Procedure) by adding Section 6.56 requiring that all City construction contracts include a provision requiring prime contractors to make good-faith efforts to hire San Francisco residents to comprise no less than 50% of their total construction work force. (Supervisors Hallinan, Alioto, Kennedy, Kaufman, Leal, Migden)

(Consideration continued from 5/17/94)

ACTION:

7. File 103-94-1. [Salary Standardization - Registered Nurses] Hearing to consider Civil Service Commission (Report Number 324-94-2), Salary Survey for Registered Nurses, certifying to the Board the highest prevailing salary schedule, at the maximum, for acute care nurses granted by collective bargaining agreement in the six bay area counties as of April 15, 1994 and such other information as is required by Charter Section 8.403. (Civil Service Commission)

(Consideration continued from 5/17/94)

ACTION:

8. File 27-94-6. [Airports Commission, Concession Lease] Ordinance approving the "Lease for Duty Free/In-Bond Merchandise Sales" between DFS Group L.P. and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

9. File 65-94-10. [Port, Lease with Capital Cities, ABC, Inc.] Ordinance approving lease agreement between Capital Cities, ABC, Inc. and the City and County of San Francisco, operating by and through the San Francisco Port Commission for Seawall Lots 344 and 352, located south of Islais Creek at the end of Amador Street. (Port)

ACTION:

10. File 25-94-15. [Contract Out, Laundry Processing Services] Resolution concurring with Controller's certification that laundry processing services can be practically performed for the Department of Public Health, San Francisco General Hospital, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

ACTION:

11. File 253-94-1. [Loan of Historical Materials] Resolution authorizing the Director of Purchasing to loan property of historical or archival value to museums, libraries, schools or other organizations in San Francisco. (Purchasing Department)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

12. File 45-94-26. [Settlement of Litigation, Benjamin S. Chavez] Ordinance authorizing settlement of litigation of Benjamin S. Chavez against the City and County of San Francisco, by payment of \$32,418.55; companion measure to File 41-94-2; (also see File 41-92-4.) (Superior Court No. 948-706) (City Attorney)

ACTION:

13. File 45-94-29. [Settlement of Litigation, O'Brien Mechanical] Ordinance authorizing settlement of litigation of O'Brien Mechanical v. City and County of San Francisco, by payment of \$437,205.69; also see File 45-94-8 (Superior Court No. 947-060) (City Attorney)

ACTION:

14. File 45-94-35. [Settlement of Litigation, Coming Up, Inc. & Kim Corsaro] Ordinance authorizing settlement of litigation of Coming Up, Inc. and Kim Corsaro v. City and County of San Francisco. (U.S. District Court No. C92-3714) (City Attorney)

ACTION:

15. File 46-94-7. [Dismissal Litigation, CCSF v. Peter Bullock] Ordinance authorizing dismissal without prejudice of litigation of City and County of San Francisco v. Peter Bullock. (Superior Court No. 898-704) (City Attorney)

ACTION:

16. File 48-94-9. [Settlement of Claim, Ann Schoner Williams] Resolution approving the settlement of the unlitigated claim of Ann Schoner Williams in the sum of \$10,000. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

**Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102**

IMPORTANT HEARING NOTICE!!!

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CITY AND COUNTY



OF SAN FRANCISCO

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June 3, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: June 7, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 138-94-5

Department: District Attorney

Item: Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds up to \$1,588,677 from the State's Department of Social Services. This amount will include up to \$97,081 in indirect costs, which amount to ten percent of the total salary of Program Personnel. The Program will be 100% funded by the State's Department of Social Services.

Grant Amount: \$1,588,677

Grant Period: July 1, 1994 through June 30, 1996 (2 years)

Source of Funds: State of California, Department of Social Services

Project: Food Stamp Trafficking Task Force

Description: The proposed grant would make funds available to the District Attorney's Office to conduct investigations of food stamp trafficking in the counties of San Francisco, Contra Costa and Santa Clara through an inter-county Task Force. The Task Force would be under the administrative control of the San Francisco District Attorney's Office, which would designate the unit's supervisory investigator. San Francisco

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

would serve as the funding recipient and disburse the funds for salaries to Santa Clara and Contra Costa Counties.

The undercover operatives would focus on recipients, unauthorized buyers and the authorized and unauthorized retailers involved with trafficking of food stamps within the counties. Primary investigative targets would be distribution sites for food stamp programs and many authorized retail redemption sites. The Task Force would also promote the appropriate sanctions, disqualifications, and prosecutions of these violators.

The District Attorney's Office seeks to deter food stamp trafficking because it violates food stamp program law and regulations, imposes excessive costs on the food stamp program, and jeopardizes the public's view of the program. In addition, the District Attorney's Office asserts that qualified recipients, who sell their food stamps, instead of using them to purchase food, indicate that either such recipients lack the need for assistance in purchasing food and instead desire additional cash for other purposes, or that the necessity does in fact exist but the nutritional needs of the intended family members are being neglected.

It is estimated that the three counties will distribute more than \$154,800,000 in food stamp payments during calendar year 1994 based on the amount of food stamp payments delivered in June, 1993. Therefore, according to the District Attorney's Office, assuming a fraud rate of two percent, which is considered low, interdiction of food stamp trafficking would save \$3,096,000 each year in target counties. If the fraud rate was five percent, which is considered a moderate estimate according to the District Attorney's Office, the savings would be \$7,740,000 annually.

A cost benefit analysis of the grant would be conducted by the California Department of Social Services upon completion of this project. A monthly special activity report would also be used to track the unit's activity. This report would include descriptive material on investigative activity, such as evidence problems, comparative value of each lead source, etc.

Memo to Government Efficiency and Labor Committee
 June 7, 1994 Government Efficiency and Labor Committee Meeting

Budget: The following budget is for the two year period from July 1, 1994 through June 30, 1996:

<u>Personnel</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Total Costs</u>
San Francisco			
Assistant Chief	1	\$61,128	\$122,256
Senior Investigator	1	57,396	114,792
Senior Clerk Typist	1	33,072	66,144
Investigator Assistant	1	41,448	82,896
		\$193,044	\$386,088
Fringe Benefits @ 30%		<u>57,913</u>	<u>115,827</u>
		\$250,957	\$501,915
Santa Clara			
Investigator	2	118,752	237,504
Fringe Benefits @ 40%		<u>47,501</u>	<u>95,002</u>
		166,253	332,506
Contra Costa			
Investigator	1	63,600	127,200
Fringe Benefits @ 40%		<u>25,440</u>	<u>50,880</u>
		89,040	178,080
Contingency Salary Fund - Pay Raises			
			66,070
Total Personnel	7		\$1,078,571
Equipment			
Leased Surveillance Cars and Van			\$50,400
Model T-70 Transmitter			2,100
Model 900-6 Receiver			7,000
2 VCRs			1,000
2 Video Monitors			800
Video Camera			2,500
Misc. Photo, Video and Audio Supplies			5,000
4 Police Communications Radios			18,000
Cellular Phone			2,800
Computer/Laser Printer			4,300
3 DEC Terminals w/ Modems & Printers			3,000
Software			1,500
Total Service/Installation (off-site) 6 lines			<u>7,500</u>
Total Equipment			105,900

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Travel/Training

Travel (Bridge Tolls, Parking Fees, Etc.)	\$2,500
Contingency Fund - Per Diem	15,000
Training (California Welfare Fraud	
Investigator's Annual Training Conference	
94/95)	<u>3,000</u>
Total Travel/Training	\$20,500

Indirect Costs

Indirect Cost (10% of total personnel cost minus the Investigator Assistant's salary including fringe benefits)	\$97,081
---	----------

Other Expenses

Office Space Lease (\$1,500 per month for 24 months)	\$36,000
Furniture Lease	12,000
Fuel and Maintenance	28,625
Prosecuting Atty. Contingency Fund	150,000
Miscellaneous Investigative Expenses	20,000
Informant Fund	<u>40,000</u>

Total Other Expenses	286,625
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Total Program Budget	\$1,588,677
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Required Match: None

Indirect Costs: \$97,081 (10% of total personnel cost minus the Investigator Assistant's salary including fringe benefits)

Comments:

1. The amount specified for indirect costs should be amended because the District Attorney's Office intended for the amount to reflect ten percent of personnel costs, but the salary and fringe benefit costs for the Investigator Assistant position was not included in the initial total personnel cost estimate. Indirect costs should therefore be increased by \$10,776 from \$97,081 to \$107,857 to reflect ten percent of the total personnel costs of \$1,078,571.

2. Since the current budget has already been approved by the State, the total grant amount cannot be increased to reflect the increase in indirect costs. Rather, the District Attorney's Office should transfer \$10,776 from the \$66,070 Contingency Salary Fund. This Fund is to pay for anticipated salary raises for program personnel from the three counties. Since salaries of San Francisco miscellaneous employees will be frozen for FY 1994-95, the District

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Attorney's Office should be able to transfer \$10,776 from this fund and still meet the personnel costs of this grant. Ms. Bridget Bane of the District Attorney's Office concurs with this fund transfer recommendation, although she indicates such a change may require the State grantor's approval.

3. According to Mr. Richard Austring, Chief Investigator of the Welfare Fraud Unit of the District Attorney's Office, the grant is on a reimbursement basis. The Task Force would bill the State for the actual expenses as they incur, and would be reimbursed by the State under the terms of the grant. Therefore, for costs that are not incurred, grant funds would not be received.

4. The San Francisco District Attorney's Office estimates fringe benefits for San Francisco investigators at 30 percent of salary because the inspectors' Public Employees Retirement System costs approximately 24 percent of salary and health insurance and other benefits cost roughly 6 percent. According to Ms. Renee Goldstein at the Contra Costa District Attorney's Office, fringe benefits for an investigator from Contra Costa County are set at 40 percent of salary because the retirement system costs approximately 20 percent of salary and health insurance and worker's compensation cost approximately 10 percent each. Ms. Sheila Mohan from Santa Clara County's District Attorney's Office explains that fringe benefits for an investigator from Santa Clara County are approximately 40 percent because the retirement system costs approximately 25 percent of salary, health insurance costs approximately 10 percent, and worker's compensation costs approximately 5 percent.

5. Attachment I is a letter from Mr. Austring which discusses the miscellaneous investigative expenses, informant fund, per diem contingency fund, and prosecuting attorney contingency fund.

6. Mr. Austring reports that the grant proposal that was submitted in March, 1994 has been approved by the State, and funds have been earmarked for the program. Therefore, the proposed resolution should be amended to retroactively authorize the District Attorney's Office to apply for the grant. The State would begin to release the funds when the proposed resolution is approved by the Board of Supervisors.

7. The District Attorney's estimated annual savings of \$3,096,000 and \$7,740,000 based on a fraud rate of two and five percent respectively refer to the amount of food stamp payments that would stop being trafficked, not to the total

BOARD OF SUPERVISORS
BUDGET ANALYST

savings to the food stamp program. According to Mr. Austring, the total savings to the food stamp program undoubtedly would be less than the savings estimates because many of the qualified recipients that the Task Force would identify as trafficking food stamps would continue to receive their payments after an Administrative Disqualification hearing.

8. The Department has completed a Disability Access Checklist, which is in the file.
9. A Summary of Grant Request form, as completed by the Department, is included as Attachment II.

- Recommendations:**
1. Amend the proposed resolution to reflect indirect costs of \$107,857 in the title and body of the proposed resolution and to authorize the District Attorney's Office to apply for the proposed grant retroactively.
 2. Request the District Attorney's Office to modify the proposed budget to reflect a transfer of \$10,776 from the Contingency Salary Fund to Indirect Costs.
 3. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

Attachment I
Page 1 of 2

MEMORANDUM

TO: Mary Sprague
Budget Analyst

FAX # (415) 252-0461

FROM: Richard Austring
Chief Investigator
Welfare Fraud Unit

DATE: June 1, 1994

SUBJECT: Food Stamp Trafficking Grant

=====

Per your telephone request of this date, the following is submitted clarifying your questions regarding Task Force Grant Budget.

The Task Force Budget, as submitted to and approved by the State, is based on the highest possible cost estimate for the project. All salaries are estimated at top step even though some positions will be filled by employees who do not receive top step. This was done because the grant is a one time allocation, capped at the initially approved amount. The Grant is on a cash flow basis and as we spend we will bill the State for the actual expenses we incur. I also tried to estimate as many possible hidden costs as I could predict to assure that we would not run short on funds.

- Page 8 - Miscellaneous Investigative Expenses

Office supplies, postage, interpreter services and xerox rental.

- Page 9 - Informant Fund

Many large criminal cases, regardless of the type of crime, are successfully investigated and prosecuted only because a law enforcement officer properly managed an individual who could provide "inside information." This data clearly would not come to the attention of law enforcement without the assistance of the informant. Informants frequently allow investigators to overcome otherwise insurmountable hurdles. There are many informants who possess information and will only divulge it if paid in accordance with the importance of their information and the contribution of their assistance to the successful prosecution. This fund will allow the task force to use paid informants if they deem it necessary.

- Page 9 - Travel/Training, Contingency fund - Per Diem

The task force target area covers a very large geographic area. This amount was requested to cover expected costs

associated with overnight lodging and meals where it would be unreasonable to expect a task force member(s) to commute.

- Page 10 - Prosecuting Attorneys Contingency Fund

This fund is to reimburse the individual counties for the county share of cost for attorney salaries, time studied to this project.

I hope this answers your questions. Please call me if it doesn't.

Item No. _____ Summary of Grant Request Rev 4/10/91
 Grantor State of California _____
 Dept. of Social Services _____
 Contact Person Rick Tibbetts (916)445-1624 _____
 Address Fraud Bureau, 744P Street, MS 19-26 _____
 Sacramento, California 95814 _____
 Amount Requested \$1,588,677.00 _____
 Term: From May 1994 To June 1996 _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$1,588,677 from the period of May 1994 to June 1996 to provide investigation of food stamp trafficking services.
 (Code appropriate words)

II. Summary: (Code/Summary, brief statement; number + group names; services and providers)
 The California Department of Social Services has made funds available to the District Attorney's Office to conduct investigations through the use of a joint investigative Task Force comprised of three Bay Area counties focusing on recipients, unauthorized buyers and the authorized and unauthorized retailers involved with trafficking of food stamps.

III. Outcomes/Objectives:
 The goal is not only to conduct investigations, but also to promote the appropriate sanctions, disqualifications, and prosecutions of these violators.

IV. Effects of Reduction or Termination of These Funds:
 The District Attorney's Office in San Francisco will be unable to vigorously investigate and prosecute food stamp trafficking.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		1,588,677			
Personnel		1,078,521			
Equipment		127,025			
Contract Svc.		20,500			
Mat. & Supp.		19,500			
Facilities/Space		36,000			
Other (Informant Fund)		210,000			
Indirect Costs		97,081			

VI. Data Processing
 (more included above) - 0 -

VII. Personnel	F/T CSC	P/T CSC	Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 None

Will grant funded employees be retained after this grant terminates? If so, How?
 Grant funded employees will be retained ONLY upon continued source of funding.

*VIII. Contractual Services: Open Bid X Sole Source _____ (If no source, enter Request for Expressions Form)

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 94-94-2

Departments: Public Utilities Commission (PUC)
Department of Parking and Traffic (DPT)
Department of Public Works (DPW)

Item: Resolution authorizing the Public Utilities Commission to apply for, accept, and expend \$204,051 of Transportation Development Act (TDA) Article 3 funds for 1993-94 operations.

Amount: \$204,051

Source of Funds: Transportation Development Act (TDA) Article 3 Funds.

Description: The PUC reports that pursuant to California Code Sections 29142.4 and 99260, cities and counties are eligible to receive TDA Articles 4.5 and 4/8 funds and TDA Article 3 funds. These funds are derived from State Sales Taxes. The amount of funds allocated to each local jurisdiction is based on one-fourth of one percent of the Sales Tax collected by the local jurisdiction.

Under Articles 4.5 and 4/8, TDA funds are allocated for the purpose of supporting public transit operations. Under Article 3, cities and counties are allowed to use two percent of the total amount of TDA funds allocated, exclusively for programs aimed at pedestrians and bicycles. For FY 1993-94, the City was allocated a total of approximately \$20,700,000 in TDA funds. Of the \$20,700,000, \$20,287,000 in TDA Articles 4.5 and 4/8 funds were allocated to the PUC to be used for Municipal Railway operations and approximately \$413,000 or 2 percent in TDA Article 3 funds was made available for pedestrian and bicycle programs administered by the DPW and the DPT respectively.

The DPW reports that of the approximately \$413,000 made available for pedestrian and bicycle programs, \$208,949 was earmarked for a pedestrian project aimed at constructing wheelchair ramps, sidewalks, stairways and other structures used by pedestrians. The balance of \$204,051 was available for bicycle and/or pedestrian projects administered by the DPT, which would, in part, implement facilities such as bicycle racks, bicycle lanes, bicycle and pedestrian safety programs, and improve signs and traffic signals for bicycles and pedestrians. Mr. Jerry Robbins of the DPT now reports that the \$204,051 which was available to DPT for the bicycle and pedestrian projects for FY 1993-94 is not required because the San Francisco Comprehensive Bicycle Plan,

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

which will identify and prioritize needed bicycle improvements, is not yet completed. Therefore, funds for the implementation of the bicycle and pedestrian projects are not needed this year.

Since the DPT does not require the \$204,051, the PUC reports that in accordance with TDA regulations, these funds can be used instead to finance Municipal Railway operations for FY 1993-94. As such, the PUC is proposing to apply for these funds for this purpose. The PUC's receipt of these funds would result in reduced General Fund revenues needed to operate the Municipal Railway.

Comment: Ms. Kathleen Kelly, Deputy Finance Director of the PUC reports that the Controller's 1993 Budget Status Report After Eight Months, dated April 4, 1994, included the \$204,051 as a part of the Municipal Railway's total projected revenue for FY 1993-94.

Recommendation: Approve the proposed resolution.

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Item 1c - File 38-94-6

Department: Recreation and Park Department (RPD)

Item: Resolution to accept a gift valued at \$9,000 for use by the Recreation and Park Department.

Amount: Gift valued at \$9,000.

Description: The proposed resolution would accept a gift of a new \$9,000 sprayer for use by the RPD. The sprayer is being donated to the City by the Friends of Recreation and Parks, a non-profit organization, through a program called The Restoration of Native Plant Communities.

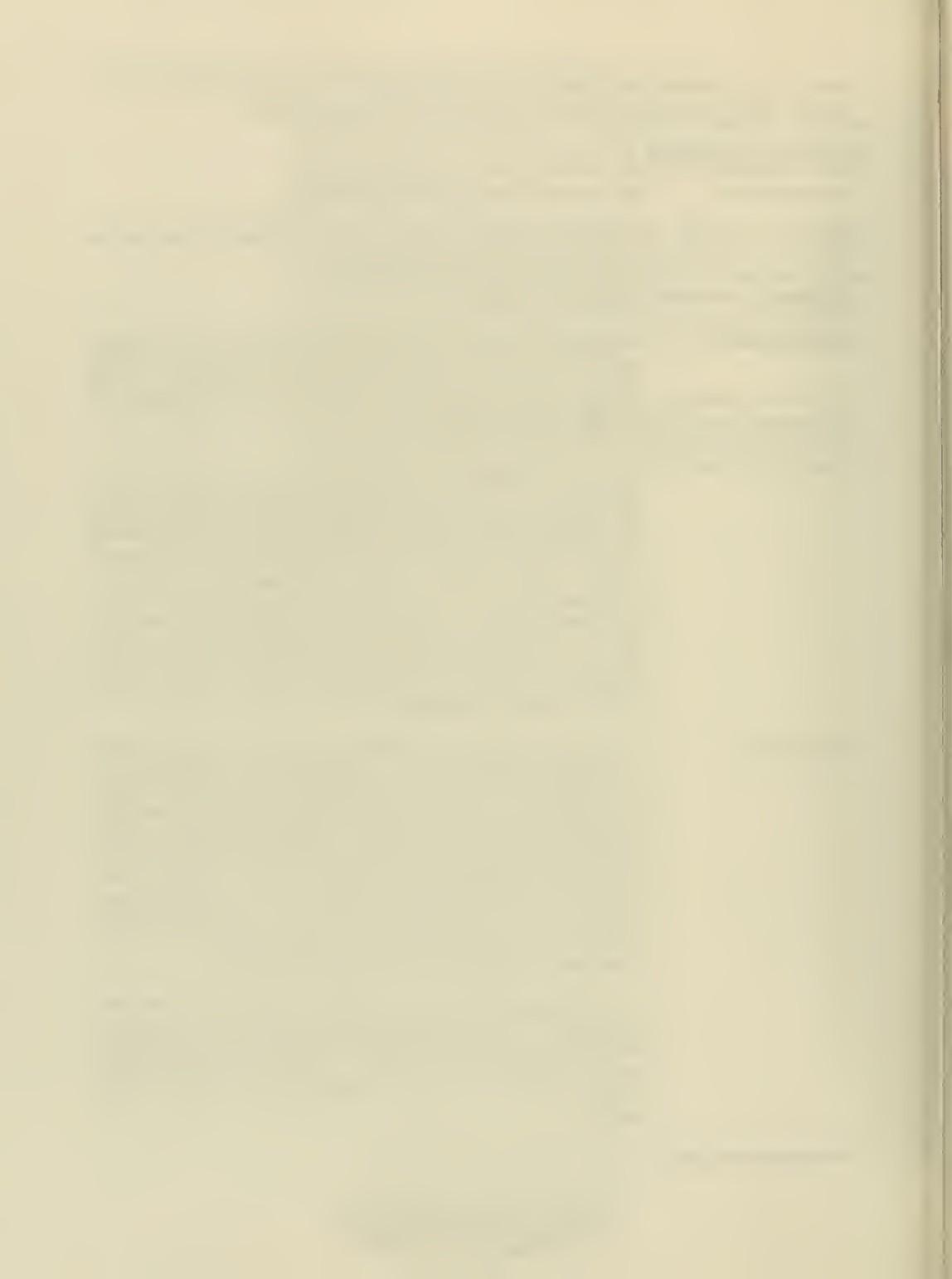
The proposed sprayer would be used to remove "exotic vegetation" more commonly known as weeds, mostly during early spring to early summer and in the fall. The City does not currently own this type of large sprayer. The sprayer will be used to spray weeds in hard to reach locations in areas, such as Glen Canyon, Twin Peaks and Mt. Davidson. Backpack sprayers are already used by the Recreation and Park Department to spray more accessible and smaller locations. The proposed sprayer is approximately four feet by five feet with about 100 feet of hose, thus requiring it to be placed on a trailer and to be pulled by a truck. One person is needed to operate the sprayer.

Comments:

1. Mr. Phil Arnold of the Recreation and Park Department states that the sprayer will be very helpful to complete some work that has never been done before and to supplant some labor intensive work. This labor intensive work is currently being done by the San Francisco Conservation Corps, a non-profit organization, and is being funded by The Restoration of Native Plant Communities program. The Conservation Corps is clearing weeds from certain sites and the sprayer will then be used to maintain their work. By preventing the weeds from returning, the sprayer will allow the Conservation Corps to begin clearing other sites.

2. Mr. Michael Morlin of the RPD reports that there will eventually be some minimal maintenance costs associated with the sprayer because the tires will need to be replaced and the engine will need to be serviced. Such minimal maintenance costs would be absorbed in the RPD's existing budget.

Recommendation: Approve the proposed resolution.



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Item 1d - File 61-94-3

Department: Public Utilities Commission (PUC)

Item: Resolution granting an extension of time for awarding Municipal Railway Contract No. 1101R2, for Phase Four of the MUNI Metro System Market Street Track Replacement from Eleventh Street to Duboce Avenue.

Description: Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if the award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days (for a total of 60 days), if such time is required for the implementation of affirmative action under Chapter 12D.

The proposed resolution would grant the Public Utilities Commission (PUC) an extension of an additional 38 days to award Municipal Railway (MUNI) Contract No. 1101R2 (See Comment No. 5). The contract work to be performed consists of replacing MUNI Metro tracks on Market Street, from Eleventh Street to Duboce Avenue.

Comments: 1. According to Mr. Don Chee of the PUC, the PUC received two bids for the subject contract, as follows:

<u>Company</u>	<u>Amount Bid</u>
Stacy and Witbeck, Inc.	\$9,373,000
Homer J. Olsen, Inc.	9,529,267

Mr. Chee advises that the PUC selected the lowest bidder, Stacy and Witbeck, Inc., which is not an MBE or WBE firm. However, a bid protest was received from Homer J. Olsen, Inc., which is also not an MBE or WBE firm, alleging that the bid received from Stacy and Witbeck, Inc., was non-responsive because it included two traffic control subcontractors rather than only one, as was required by the PUC's bid specifications. The City Attorney's Office determined that the bid protest by Homer J. Olsen, Inc., was justified.

2. On May 31, 1994, the PUC received another bid protest. This second protest was received from the low bidder, Stacy and Witbeck, Inc., and included claims that Homer J. Olsen, Inc., had also violated the subcontracting requirements by including more than one traffic control subcontractor and that Homer J. Olsen, Inc., had failed to comply with the

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Federal government's DBE requirements. Stacy and Witbeck's bid protest has been submitted to the City Attorney's Office to determine its validity. As of the writing of this report, the decision of the City Attorney's Office regarding this protest is still pending.

3. According to Mr. Chee, subject to the approval of the proposed resolution, the PUC expects to award Municipal Railway Contract No. 1101R2 to Homer J. Olsen, Inc., in the amount of \$9,529,267, by June 14, 1994. The contract work will be funded by Federal Transportation Administration (FTA) grant funds and by State and local matching funds. The PUC anticipates that the contract work should start on approximately July 15, 1994 and should be completed by January of 1996.

4. According to Mr. Chee, if the City Attorney's Office determines that Stacy and Witbeck has a valid claim, the PUC will award the contract to Stacy and Witbeck on June 14, 1994, unless there are further protests from Homer J. Olsen, Inc. Mr. Chee, after consulting with the City Attorney's Office, advises that the PUC expects to hear from the City Attorney regarding Stacy and Witbeck's bid protest during the week of June 6, 1994.

5. As noted above, contracts must be awarded within 60 days from the time bids are received, as stipulated in Section 6.1 of the City's Administrative Code. In this case, bids were received on March 8, 1994, and the award is expected to be made by June 14, 1994. If the contract is awarded by June 14, 1994, a total of 98 days will have elapsed from the time the bids were received until the contract is awarded. If the 60 day requirement had been attainable, the contract would have awarded by May 7, 1994. The proposed resolution would therefore extend the time period by 38 days (98 days less the required 60 days) from March 8, 1994 through June 14, 1994.

Recommendation: Approve the proposed resolution, which would only grant a time extension for awarding the contract to whichever bidder is selected.

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Item 1e - File 30-92-4.4

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Release of reserved funds, totaling \$64,000 for capital improvements at San Francisco General Hospital (SFGH); \$47,000 to repair the Oral Surgery Suction System and \$17,000 to replace the Ward 7D Nurse Call System.

Amount: \$64,000

Source of Funds: AB 75, Capital Outlay Plan

Description: In March, 1993, the Board of Supervisors approved a resolution that amended the AB 75 Capital Outlay Plan for San Francisco, and authorized the expenditure of \$281,602 for capital improvement projects at San Francisco General Hospital (SFGH). A total of \$249,419 was placed on reserve for contractual services pending the identification of contractors, the determination of the MBE/WBE status of the contractors and finalized contract cost details.

In July, 1993, the Board of Supervisors approved the release of \$185,419 of the total \$249,419 on reserve for the construction of a transition nursery at SFGH. Therefore, \$64,000 (\$249,419 less \$185,419) remains on reserve. If the proposed release of \$64,000 in reserved funds is approved, the remaining balance of monies on reserve would be \$0. The reserved funds would be used to repair the Oral Surgery Suction System (\$47,000) and to fund the construction of a new Ward 7D Nurse Call System (\$17,000).

Oral Surgery Suction System Repair - SFGH

This project involves the repair and replacement of vacuum lines which provide suction to maintain clear patient airways during the performance of dental work or oral surgery. The proposed release of funds (\$47,000) for this SFGH project would be as follows:

Vacuum turbines	\$12,089
Supplementary equipment vacuum containers	1,065
Project Design - contracted services	2,996
Electric Work - contracted services	3,142
Plumbing* - contracted services	5,100
Patching and painting**	3,012
Plumber (1 in-house @ \$50/hr. - 123 hours)***	6,150

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Engineers (2 in-house @ \$40/hr. - 111 hours)***	\$8,880
Electrical (1 in-house @ \$50/hr. - 50 hours)***	2,500
Project Management	<u>2,000</u>

Total Oral Surgery Suction	
System Repair	\$46,934
Proposed release of reserve	(47,000)

Surplus	\$66
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*Mr. Miller reports that the contracted plumber is responsible for installing a new vacuum pump and removing some of the old plumbing while the in-house plumber is responsible for cleaning out existing waste lines.

**Department of Public Works work order funds

***Mr. Miller advises that the in-house plumber, engineers and electrician are SFGH employees.

Ward 7D Nurse Call System - SFGH

This project involves the installation of an emergency nurse call system on both sides of Ward 7D, the locked ward at SFGH, to replace a non functioning nurse call system. A nurse call system enables patients to call for nurses by pushing a button. The proposed release of funds (\$17,000) for this project would be as follows:

Installation	\$16,380
Project Management	<u>1,000</u>

Total Ward 7D Nurse Call System	
Project Cost	\$17,380
Proposed Release of Reserve	(17,000)

Shortfall	\$380
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Mr. Miller advises that sufficient funds included in the SFGH's fiscal year 1993-94 budget will pay for the shortfall.

Comments:

1. Mr. Miller reports that three firms have been selected for the maintenance work for the Oral Surgery Suction Repair System project. The firm selected to perform Project Design is Fisher O'Connell Associates, the firm selected to conduct electrical work is McClure Electric, and the firm selected to conduct plumbing work is Cooper Bros. Fisher O'Connell Associates, McClure Electric and Cooper Bros. are local firms. Mr. Bayard Fong of the Human Rights Commission advises that none of these three firms are MBE/WBE certified.

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The project design work was not put out to bid because SFGH utilized a project design firm (Fisher O'Connell Associates) which has an existing contract with SFGH. The other two firms were the lowest, responsive bidders for their respective areas of the Oral Surgery Suction Repair System project as follows:

Project Design

Mr. Miller advises that Fisher O'Connell was utilized through an existing contract for the redesign of mechanical systems for other AB 75 projects.

Electrical

<u>Bidders</u>	<u>Amount</u>
McClure Electric	\$73.75/hour
Metropolitan	76.50/hour
CBF	77.25/hour

Plumbing

<u>Bidders</u>	<u>Amount</u>
Cooper Bros.	\$72.85/hour
Battaion Plumbing	73.50/hour
Lewis V. Keller	74.00/hour

2. Cost breakdowns for each of the three contractors for the Oral Surgery Suction Repair System project are as follows:

Project Design

Fisher O'Connell @ \$107/hr.
for 28 hours \$2,996

Electrical

McClure Electric Construction @
\$73.75/hr. for approx. 43 hours

Plumbing

Cooper Bros. @ \$72.85/hr. for
approx. 70 hours 5,100

Total Oral Surgery Suction

System Repair Contracted Services Costs \$11,238

3. Mr. Miller reports that the firm of Rab-Com, Ltd. - Proprietary, would install the proposed nurse call system which is also currently in place in other hospital wards at SFGH. Mr. Miller reports that Rab-Com Ltd. is not an MBE or WBE firm.

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4. The cost breakdown for the Rab-Com, Ltd. installation for the Ward 7D Nurse Call System project is as follows:

Installation	\$11,000
Equipment	4,774
Freight	200
Tax*	<u>406</u>
Total Rab-Com, Ltd.	
Contract Cost	\$16,380

*Tax is only on equipment. Therefore, the tax is approximately 8.5 percent of the equipment total.

5. The total cost of the above mentioned SFGH projects is estimated to be \$64,314, or \$314 more than the requested release of reserved funds of \$64,000.

Recommendation: Approve the release of reserve funds in the amount of \$64,000.

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Items 1f and 1g - Files 146-92-46.17 and 146-92-46.18

Department: Department of Public Health (DPH)
Community Public Health Services
Bureau of Family Health
Bureau of Health Promotion and Education

Items: Total request for release of reserved funds of \$20,000, including:

- (a) Request for release of reserved funds in the amount of \$10,000 for contractual services to administer a portion of the Perinatal Incentive Program, "Baby Points" (File 146-92-46.17).
- (b) Request for release of reserved funds in the amount of \$10,000 for contractual services to administer the Perinatal Tobacco Cessation Program (File 146-92-46.18).

Source of Funds: State Department of Health Services (Tobacco Tax)

Description: The Board of Supervisors previously approved legislation authorizing the Department of Public Health (DPH) to accept and expend a State grant in the amount of \$2,127,666 for the Tobacco Control Plan for the two and one-half year period from January 1, 1992 through June 30, 1994 (File 146-92-46). At the same time, the Board also approved legislation authorizing the adoption of the 1992-94 Comprehensive Tobacco Control Plan and Budget (File 146-92-45). Of the \$2,127,666 authorized, an amount of \$863,831 was placed on reserve pending the identification of contractors, the determination of the MBE/WBE status of the contractors and the finalized contract cost details.

Subsequently, the Board of Supervisors approved legislation a) authorizing DPH to accept and expend an augmentation allocation of \$1,008,015 (File 146-92-46.13) and b) adopting the augmented 1992-94 Comprehensive Tobacco Control Plan and Budget and the Perinatal Outreach Plan and Budget (File 146-92-45.2). Of the \$1,008,015 authorized, an amount of \$562,327 was placed on reserve pending the identification of contractors, the determination of the MBE/WBE status of the contractors and the finalized contract cost details. Thus, of the total \$3,135,681 grant allocation (\$2,127,666 plus \$1,008,015), an amount of \$1,426,158 (\$863,831 plus \$562,327) was placed on reserve pending the identification of the contractors, the determination of the MBE/WBE status of the contractors, and finalized contract cost details.

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Through a Request for Proposal process, the DPH selected Polaris Research and Development, an MBE firm, to administer a portion of the Perinatal Incentive Program, "Baby Points," which provides pregnant women with incentives to receive prenatal care on a continuous basis throughout their pregnancies. The DPH also selected the California Association for Health Education, Employment, and Dignity, Inc. (CAHEED), through a Request for Proposal process in order to provide direct tobacco cessation support services to 100 African-American pregnant or post-partum women and 50 African-American adolescents at risk for pregnancy.

The DPH is now proposing to modify the \$102,650 contract with Polaris Research and Development in order to support a pilot project of one-session childbirth preparation classes in English or Spanish for women, at an additional cost of \$10,000 (File 146-92-46.17). In addition, the DPH is proposing to modify the \$40,000 contract with CAHEED in order to enhance their tobacco cessation services, at an additional cost of \$9,999 (File 146-92-46.18).

Budgets:

**Polaris Research and Development - "Baby Points"
Perinatal Incentive Program**

Personnel

<u>Position</u>	<u>FTE</u>	<u>Original Budget</u>	<u>FTE</u>	<u>Proposed Budget</u>	<u>Proposed Increase/ (Decrease)</u>
Project Director	0.38	\$15,147	0.40	\$15,926	\$779
Marketing Assistant	0.18	2,750	0.18	2,750	0
Data Base Designer	0.24	4,063	0.24	4,063	0
Administrator	0.07	2,885	0.08	3,346	461
Bookkeeper	0.07	1,813	0.10	2,627	814
Creative Director	0	0	0.02	372	372
Total Salaries	0.94	\$26,658	1.02	\$29,084	\$2,426
Fringe Benefits		<u>9,224</u>		<u>10,063</u>	<u>839</u>
Total Salaries and Benefits		\$35,882		\$39,147	\$3,265

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Operating Expenses

<u>Expense Category</u>	<u>Original Budget</u>	<u>Proposed Budget</u>	<u>Proposed Increase/ (Decrease)</u>
Rental of Property	\$2,960	\$2,960	0
Utilities	240	240	0
Office Supplies	445	939	494
Building Maintenance, Supplies and Repair	160	160	0
Printing and Reproduction	3,610	4,264	654
Insurance	215	215	0
Staff Travel	200	200	0
Translators	5,000	10,000	5,000
Focus Group Facilitators	2,500	2,500	0
Technical Consultants	2,000	1,750	(250)
Media Production	2,500	3,800	1,300
Incentives	45,000	44,500	(500)
Honoraria (Focus Groups)	800	800	0
Accounting	200	200	0
Audit	400	400	0
SF Payroll Tax	<u>538</u>	<u>575</u>	<u>37</u>
Total Operating Expenses	<u>66,768</u>	<u>73,503</u>	<u>6,735</u>
TOTAL	\$102,650	\$112,650	\$10,000

**The California Association for Health Education,
Employment, and Dignity, Inc. - Perinatal
Tobacco Cessation Program**

Personnel

<u>Position</u>	<u>FTE</u>	<u>Original Budget</u>	<u>FTE</u>	<u>Proposed Budget</u>	<u>Proposed Increase/ (Decrease)</u>
Program Coordinator	0.25	\$4,941	0.25	\$4,941	0
Outreach Worker	1.00	11,008	1.00	11,008	0
Social Worker	0.40	7,706	0.40	7,706	0

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<u>Position</u>	<u>FTE</u>	<u>Original Budget</u>	<u>FTE</u>	<u>Proposed Budget</u>	<u>Proposed Increase/ (Decrease)</u>
Agency Admin. Assistant	0.10	\$1,852	0.10	\$1,852	0
Total Salaries Fringe Benefits	1.75	\$25,507 <u>4,438</u>	1.75	\$25,507 <u>4,438</u>	0 0
Total Salaries and Benefits		\$29,945		\$29,945	0
<u>Operating Expenses</u>					
<u>Expense Category</u>		<u>Original Budget</u>		<u>Proposed Budget</u>	<u>Proposed Increase/ (Decrease)</u>
Rental of Property		0		\$600	\$600
Office Supplies		\$480		2,480	2,000
Printing and Reproduction		0		1,399	1,399
Insurance		200		200	0
Staff Travel		200		1,000	800
Accountant		1,200		1,200	0
Black Leadership Training Consultant		0		2,500	2,500
Consumables		1,040		3,240	2,200
Incentives		<u>6,935</u>		<u>7,435</u>	<u>500</u>
Total Operating Expenses		<u>10,055</u>		<u>20,054</u>	<u>9,999</u>
TOTAL		\$40,000		\$49,999	\$9,999
<u>Total Cost of Modifications for both Polaris and CAHEED</u>					<u>\$19,999</u>

Comment:

As part of the Perinatal Incentive Program, Polaris Research and Development is offering incentives to pregnant women, consisting of \$5.00 gift certificates at Toys-R-U's, for up to a maximum of eight gift certificates (up to \$40), for each visit with a prenatal provider. The revised budget reduces the amount allocated for such incentives by \$500, from \$45,000 to \$44,500, in order provide the funds needed for the increase in other expenses, such as personnel, translators, office supplies, printing and reproduction, and media production.

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Recommendation: Release reserved funds in the amount of \$19,999, as follows:

Polaris Research and Development (File 146-92-46.17)	\$10,000
The California Association for Health Education, Employment, and Dignity, Inc. (File 146-92-46.18)	<u>9.999</u>
Total	\$19,999

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Item 1h - File 30-93-23.1

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Release of reserved funds, totaling \$100,000 for the Gastroenterology Clinic Renovation Project.

Amount: \$100,000

Source of Funds: AB 75, Capital Outlay Plan

Description: The Board of Supervisors previously approved legislation (File 146-91-4) authorizing the DPH to adopt the AB 75 Capital Outlay Plan and authorizing the DPH to expend the grant allocation of \$3,991,643 from the AB 75 Capital Outlay Fund for County and private hospital and non-hospital capital improvement purposes including facility repairs, renovation, remodeling, expansion, acquisition and equipment needs. The State requires that no less than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community-based or free clinics.

In January, 1994, the Board of Supervisors approved a resolution that amended the AB 75 Capital Outlay Plan for San Francisco. One of the amendments included adding two San Francisco General Hospital Projects, one of which was the Gastroenterology Clinic Renovation Project (\$100,000) and the subject of this proposed release of reserve. The \$100,000 for this Project was placed on reserve pending the submission of the budget details for the work to be performed in-house, the contract budget details, and the MBE/WBE status of the contractor.

The Gastroenterology Clinic Renovation project would create a Post-Procedure Recuperation Site, would widen a hallway thoroughfare, and would enlarge an existing restroom facility to comply with the Americans with Disabilities Act (ADA) requirements.

Specifically, the proposed release of funds would be used as follows:

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General Construction	\$122,000
Site Preparation, in-house, 404 hours at \$40/hr.*	16,160
Inspection Fees**	4,200
OSHPD*** fees	<u>1,640</u>
Total Project Budget	\$144,000

*These monies will be paid to engineers and carpenters who are SFGH employees. Mr. Terry Saltz of the SFGH reports that because this is a special project, the in-house employees are not able to conduct the work within the employees' regular work hours. These costs reflect the overtime to be paid to these in-house employees for their labor.

**The inspection fees are for building inspection and are paid to a private Building Inspector retained by SFGH. According to Mr. Saltz, SFGH is unable to use the City's Building Inspectors because the City's Building Inspectors are not "inspectors of records," which is required by the State. Mr. Saltz advises that the Office of Statewide Health Planning and Development (OSHPD) requires that an Inspector of Record monitor all Hospital projects from beginning to end. The Inspector of Record evaluates every phase of the construction process and reports its findings to the State Inspector. Unlike the City's Building Inspectors, the Inspector of Record has no authority to approve a project. It is simply to monitor the project from beginning to end and to report to the State Inspector.

***Office of Statewide Health Planning and Development.

Comments:

1. Mr. Eric Miller of the SFGH reports that of the \$144,000 total Gastroenterology Clinic Renovation Project budget, \$100,000 is to be funded from the requested release of reserved monies from the State AB 75 Capital Outlay Plan Funds and the remaining \$44,000 is included in the SFGH's 1993-94 budget.
2. According to Mr. Miller, the firm of Lem Construction, Inc. has been selected for the Gastroenterology Clinic Renovation Project construction work. Lem Construction is a certified MBE and was selected from among four firms which submitted bids for the Gastroenterology Clinic Renovation Project. Lem Construction submitted the lowest, responsive bid of \$122,000 as follows:

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<u>Bidders</u>	<u>Amount</u>
Lem Construction (MBE)	\$122,000
Cuevas & Mannion Construction (MBE)	161,520
Adolph Schmidt	183,432
A.R. Construction (MBE)	184,176

3. The cost breakdown of Lem Construction's \$122,000 bid for construction work is as follows:

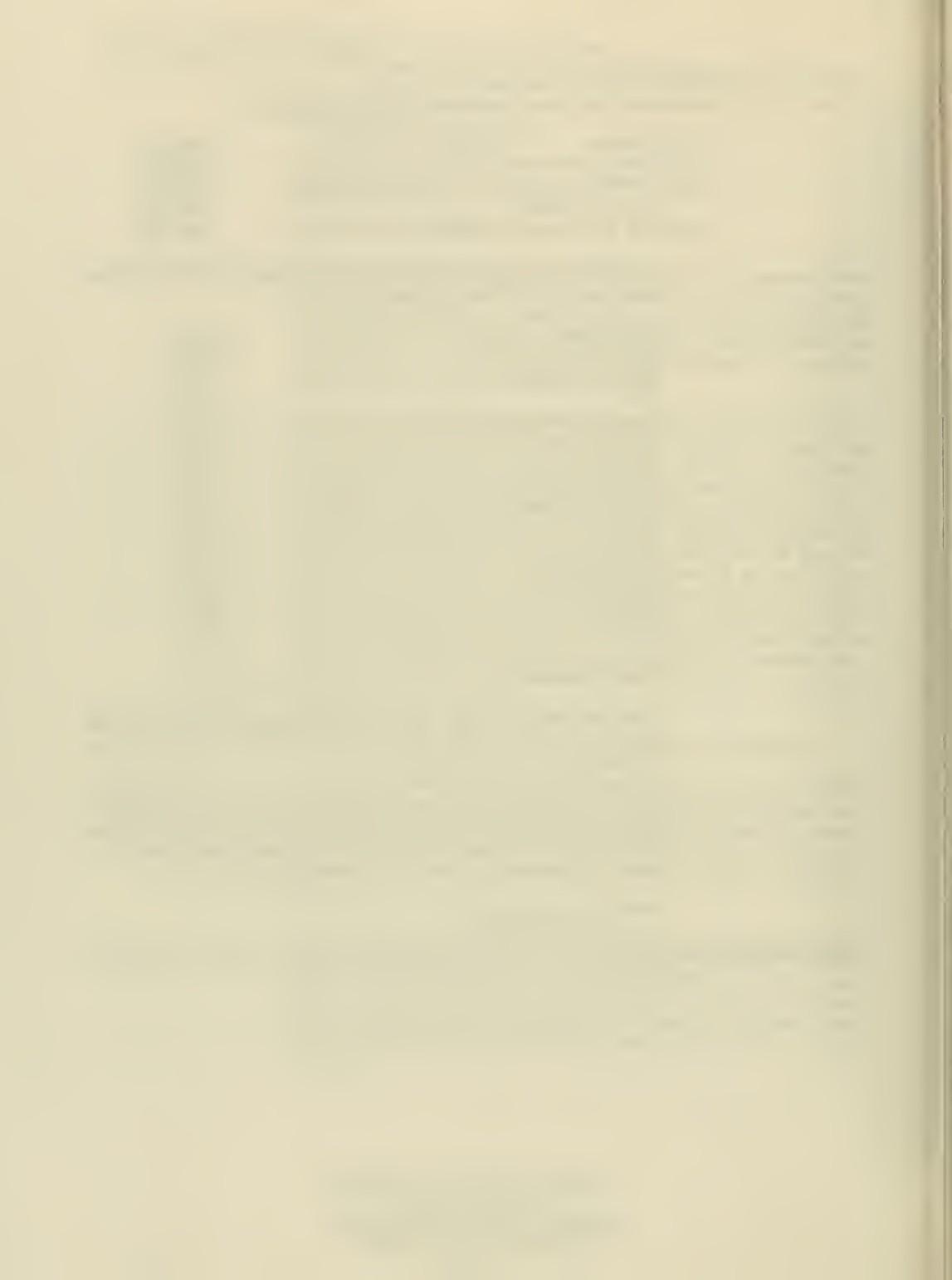
Demolition	\$4,104
Metal Doors and Frame	10,649
Gypsum Board	6,718
Tile	750
General Requirements*	16,193
Resilient Flooring	1,556
Painting	6,826
Equipment**	1,200
Toilet and Bath Accessories	1,330
X-Ray	6,400
Plumbing	30,083
Medical Gas	6,520
Electrical	16,824
Bonds***	2,838
Overhead & Profit	<u>10,009</u>
Total Contract Cost	\$122,000

*General requirements includes Lem Construction's start-up and operational costs (i.e. construction trailer set-up, barricades, water, phone, etc.).

**Two x-ray view boxes used for x-ray procedures by Hospital staff. Mr. Miller reports that the X-ray line item in the amount of \$6,400, in contrast to the x-ray view box equipment, is a construction process which tests flooring through x-rays.

*****Bid security bonds.**

Recommendation: Release the requested reserved funds in the amount of \$100,000.



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Item li - File 148-92-7.3

Departments: Department of Public Works (DPW)
Department of Public Health (DPH), Laguna Honda Hospital

Item: Release of reserved funds in the amount of \$1,154,364, for Phase 2 of the Laguna Honda Hospital Boiler Room Project No. 92.

Amount: \$1,154,364

Source of Funds: Federal Emergency Management Agency (FEMA) through the California State Office of Emergency Services

Description: In October, 1990, the Board of Supervisors authorized the Chief Administrative Officer (CAO) to apply for Hazard Mitigation Grant funding from the FEMA for City projects to mitigate against future hazards due to earthquakes. The CAO submitted an application for various projects totaling \$17,739,789 which included the Laguna Honda Hospital Boiler Room Project which is the subject of the proposed release of reserved funds.

The Board of Supervisors previously approved a resolution (File 148-92-7) authorizing the DPW to accept and expend FEMA funding totaling \$4,971,590 for construction costs of four comprehensive hazard mitigation projects, including \$1,862,000 earmarked for the Laguna Honda Hospital Boiler Room Project. Of the \$4,971,590, \$4,798,964 was placed on reserve pending selection of the construction contractors, determination of the MBE/WBE status of the contractors and the contract cost details. Of the \$4,798,964 placed on reserve, \$1,689,464 represents those funds earmarked for the Laguna Honda Hospital Boiler Room Project. The Budget Committee of the Board of Supervisors previously released \$535,100 of the available \$1,689,464 for construction for Phase 1 of this project, leaving a balance of \$1,154,364 still on reserve. Phase 1 construction involved seismic upgrading of the boiler room, bracing and anchoring of boiler room equipment and the anchoring of two 150,000 gallon water tanks.

The DPW reports that it received two bid proposals in response to its Invitation for Bids for the construction work in connection with Phase 2 of the Laguna Honda Hospital Boiler Room Project. The DPW advises that of the two bidders, Berrios Construction Company & F. W. Spencer & Son Inc., a Joint Venture Partnership, submitted the lowest bid amount of \$1,050,000. However, DPW reports that the Human Rights Commission (HRC) determined that Berrios

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Construction Company & F. W. Spencer & Son Inc., did not (1) meet HRC's subcontracting goals of 13 percent MBE and 1.5 percent WBE participation for this construction project and (2) demonstrate sufficient good faith efforts with respect to achieving these subcontracting goals. As such, DPW, based on the HRC's recommendation, awarded the contract to the second lowest bidder, Cuevas & Mannion Construction, based on a bid amount of \$1,120,000. Cuevas & Mannion Construction, is an MBE firm and will perform 48.5 percent of the work. The HRC advises that Cuevas & Mannion will subcontract 32.4 of the construction work to E. Mitchell, Inc., a WBE firm and a total of 19.1 percent of the construction work to the following MBE firms: Temper Insulation Company (0.5 percent), L. C. Electric, Inc. (16.3 percent) and Rosas Construction Company (2.3 percent).

The proposed release of reserved funds would be expended as follows:

Construction Contract	\$1,120,000
Contingency (3 %)*	34,364
Total	\$1,154,364

* The standard amount for contingency is ten percent of the construction costs. The DPW reports that given that a total of \$1,154,364 was on reserve, DPW has only budgeted three percent or the remaining \$34,364 for contingencies. If additional funding is required for contingency purposes, the Department will use 1989 Earthquake Safety Bond funds (see Comment 1 below).

Comments:

1. The DPW advises that the total estimated cost of the Laguna Honda Hospital Boiler Room Project is \$3,724,000, of which \$1,862,000 would be paid for by FEMA funds, including the \$1,154,364, which is being requested for release, and \$1,862,000, which would be paid for by 1989 Earthquake Safety Bond funds previously appropriated for this purpose in the DPW's budget.
2. The Phase 2 construction work to be performed in connection with the Laguna Honda Hospital Boiler Room Project includes (1) the bracing and anchoring of utility pipes connecting the Hospital buildings and (2) construction of a second emergency alternate water supply line for the Hospital buildings.

Recommendation: Release the reserved funds in the amount of \$1,154,364.

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Item 1j - File 194-93-2.1

Department: City Attorney

Item: Release of reserved funds for hiring a consultant to provide bi-lingual translation services for the Code Enforcement Task Force.

Amount: \$8,000

Source of Funds: Ford Foundation grant

Description: In approving acceptance of a \$20,000 Ford Foundation grant for support for the Code Enforcement Task Force on January 21, 1994 (File 194-93-2), the Board of Supervisors reserved \$8,000 for bi-lingual Spanish translator consultant services pending selection of the consultant, the consultant cost details, and the MBE/WBE status of the consultant.

The Code Enforcement Task Force is comprised of six City employees whose departments have responsibility for enforcement of local and State health, safety and building codes. These departments include the Housing Authority, Fire, Public Health, Planning, Police and the City Attorney's Office. The Task Force members operate under their ongoing departmental budgeted funds.

The Task Force is designed to help maintain residential property in neighborhoods hard-hit by drug activity and/or in seriously dilapidated condition. It meets monthly to review complaints and to plan joint inspections of properties where multiple code violations exist. A property owner whose property is investigated by the Task Force can be sued for failure to abate a nuisance. The bi-lingual translation services are expected to encourage residents in Spanish-speaking minority neighborhoods, where multiple code violations exist, to file more complaints with the Task Force, leading to better enforcement of the health, safety and building codes.

A request for qualifications was mailed to 56 community organizations and neighborhood associations. The City Attorney's Office received statements of qualifications from five individuals. Each applicant was interviewed by a panel that included two Deputy City Attorneys from the Code Enforcement Task Force. According to Ms. Mary Jane Sylvia of the City Attorney's Office, the panel selected an individual from the St. Peter's Housing Committee of the Mission District, a non-profit organization, because the individual

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best met the seven eligibility criteria. Criteria ranged from ability to provide oral and written Spanish translation services to experience with issues affecting existing housing in the Mission District.

The translation consultant will provide an estimated 260 hours of service over six months. The hourly rate will be \$30.77, and total compensation will be \$8,000.

Recommendation: Approve the proposed release of reserved funds in the amount of \$8,000.

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Items 2, 3, and 4 - Files 251-94-1, 97-94-26, and 251-94-3

Item: Hearing to consider the status of City employee compensatory time; the appropriateness of compensatory time, particularly for Executive Management employees with base salaries exceeding \$100,000; and the need to establish procedures to standardize the accounting for compensatory time on a City-wide basis (File 251-94-1).

Resolution urging the Human Resources Department and urging the Controller to develop centralized Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay (File 251-94-3).

Ordinance amending Administrative Code by adding Section 18.14 to place restrictions on the use and accrual of compensatory time off for certain highly paid classifications of City employees (File 97-94-26).

Description: The Federal Fair Labor Standards Act (FLSA) requires that employees who are subject to its provision must be paid in cash for overtime worked, unless the employees and the employer agree that the employee shall receive compensatory time off (CTO) in lieu of overtime.

However, some employees are not covered by the FLSA. Generally, such employees, "exempt" from the FLSA, must hold positions which are executive, administrative, or professional in nature.

The question of whether certain public employees are exempt from the FLSA is currently being litigated in Federal court. According to the City Attorney's Office, depending on the outcome of this litigation, the City could be required to pay all or some of its currently exempt employees in cash at time and one-half for their hours of overtime work, regardless of the nature of their duties.

Civil Service classifications which are exempt from the FLSA are denoted with a "Z" classification by the Civil Service Commission. The Civil Service Commission determines whether any specific classification is exempt from the FLSA on an individual basis. In an October 26, 1993 report to the Board of Supervisors concerning Compensatory Time Off, the Budget Analyst has previously reported that 4,441 or 18.9 percent of the 23,470 positions included in the 1993-94 budget are classified as exempt from the FLSA and are not entitled to cash payments for overtime worked.

Eligibility for Compensatory Time Off

At the present time, the City's Annual Salary Ordinance (ASO) provides that the 4,441 "Z" employees who are exempt from the FLSA may receive compensatory time off at time and one-half for hours worked in excess of 40 hours per week. The ASO specifically provides:

Occupants of the position specified by symbol "Z" shall work such hours as may be necessary for the full and proper performance of their duties and shall receive no additional compensation for work on holidays or in excess of 8 hours per day for 5 days per week, but may be granted compensatory time off under the provisions of Section V (B) of the Salary Standardization Ordinance...

Section V (B) of the Salary Standardization Ordinance (SSO) states that,

Employees occupying positions determined by the Civil Service Commission as being exempt from the FLSA and designated by a "Z" shall not be paid for overtime worked but may be granted compensatory time off at the rate of one and one half times for time worked in excess of normal work schedules.

However, there are no existing polices in the ASO, SSO, or the Administrative Code concerning the oversight or approval of compensatory time for exempt employees.

Existing Limits on Number of Overtime Hours Worked

Section 18.13(a) of the Administrative Code prohibits any employee from working overtime hours in any fiscal year that exceed 16 percent of the regular work schedule. Based on a 40-hour work week, a regular work schedule over one year would entail 2,080 hours of work; 16 percent of the regular work schedule would be 333 hours. Thus, the Administrative Code currently prohibits any employee who regularly works 40 hours per week from working more than 333 hours of overtime in any fiscal year.

Existing Limits on the Accumulation of CTO

The Salary Standardization Ordinance provides that non-exempt employees (who are subject to the FLSA) may not accumulate more than 240 hours of compensatory time off, calculated at time and one half (which is equivalent to 160 hours of actual work performed in excess of 40 hours per week). However, there is currently no limit on the number of

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hours of compensatory time off which may be accrued by "Z" employees who are exempt from the FLSA.

As reported in the Budget Analyst's October 26, 1993 report to the Board of Supervisors, there are no City-wide policies at the present time concerning the accumulation or use of compensatory time off by "Z" employees. Rather, individual departments have established their own policies concerning which employees qualify for compensatory time off, the maximum amount of CTO which can be accumulated or carried forward from one fiscal year to the next, requirements for approval, and record-keeping systems.

Effects of the Proposed Legislation

The proposed resolution (File 251-94-3) would urge the Human Resources Department and the Controller to develop centralized Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay.

The proposed ordinance (File 97-94-26) would amend the Administrative Code by adding Section 18.14 to place restrictions on the use and accrual of compensatory time off for certain highly paid classifications of City employees. Specifically, the proposed ordinance would prohibit the use or accrual of compensatory time off for City employees whose positions (1) are exempt from the overtime requirements of the FLSA, and (2) have maximum annual salary amounts greater than \$100,000.

In addition, the proposed ordinance would prohibit any employee from carrying forward a CTO balance from one fiscal year into the succeeding fiscal year, or from using a CTO balance carried forward from a previous year, for City employees whose positions (1) are exempt from the FLSA and (2) have maximum annual salary amounts greater than \$80,000.

The proposed ordinance would not apply to any obligations imposed by a collective bargaining agreement, and also provides that CTO which had accumulated prior to the effective date of the ordinance could be taken at the discretion of the appointing officer.

Comments:

1. In the report to the Board of Supervisors of October 26, 1993, the Budget Analyst previously estimated that exempt and non-exempt City employees had accumulated a total of 445,625 hours of compensatory time off as of October, 1993. The majority of these hours (63 percent) had been

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accumulated by Police and Fire Department employees, as follows:

<u>Department</u>	<u>Number of CTO Hours Accrued</u>	<u>Percent of Total</u>
Fire	196,143	44
Police	84,236	19
All Other Departments	165,246	.37
Total	445,625	100

The average was 20 hours of CTO accumulated per employee, among City employees who had accumulated compensatory time off as of October, 1993. Excluding the Police and Fire Departments, employees in all other departments had accumulated an average of nine hours of compensatory time off per employee as of October, 1993.

2. As previously noted, the Budget Analyst determined that 4,441 employees (or 18.9 percent of 23,470 total authorized positions) were exempt from the FLSA in 1993-94.

Assuming that each of these 4,441 exempt employees had accumulated 9 hours of CTO each (based on the average CTO per employee in all departments other than Police and Fire), and based on the average salary and fringe benefit costs of City job classifications, as reported by the Civil Service Commission, of approximately \$50,000 per annum (\$24 per hour), the Budget Analyst estimated that the City's total liability for CTO which had accrued to exempt employees as of October, 1993 was \$959,256 (4,441 exempt employees x 9 hours CTO per exempt employee x \$24/hour).

It could not be established how many accumulated CTO hours which were reported by City departments in October, 1993 had been accumulated in a single fiscal year. Therefore, the City's annual cost for CTO hours used or accumulated by City employees in a single fiscal year could not be determined. Our \$959,256 estimated cost for CTO of exempt employees represents the City's total liability for CTO hours which had been accumulated by exempt employees as of October, 1993, regardless of the fiscal year when the hours were earned, based on the departments which responded to the survey of the Budget Analyst.

3. The proposed ordinance (File 97-94-26) would prohibit exempt employees in classifications with a maximum annual salary amount greater than \$100,000 from using or accruing compensatory time off.

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The Civil Service Commission has provided a listing of City job classifications ranked by salary amount. This list reflects that the 1993-94 budget includes a total of 304 authorized positions which have maximum annual salaries greater than \$100,000, and that 287 of these are designated "Z" or are exempt from the FLSA.

At the present time, the average number of CTO hours which are used or accumulated by employees in these classifications is not known. However, for purposes of illustration, the following dollar amounts approximate the City's minimum annual cost to provide the number of CTO hours shown below for 287 exempt employees who earn more than \$100,000 annually (based on an hourly rate of \$48.08 at an annual salary of \$100,000):

No. of CTO hours <u>Per Employee Per Year</u>	Minimum Annual Cost for 287 Employees*
10	\$137,990
20	275,979
40	551,958
80	1,103,917

*Based on 287 employees earning CTO at an hourly rate of \$48.08, equivalent to \$100,000 annually.

However, it should be noted that some of these employees who work in excess of a normal work schedule do not record such hours or do not request credit for their CTO.

4. The proposed resolution would urge the Human Resources Department and the Controller to develop centralized, Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay.

Mr. Ed Harrington, the City Controller, states that the City's existing payroll system could be used to report compensatory time and overtime hours, just as it is currently used to track vacation and sick leave hours.

However, Mr. Harrington indicates that, in his opinion, it would be appropriate to start the Citywide tracking of CTO only after establishing Citywide policies for CTO accumulation and use. Mr. Harrington is concerned that Citywide tracking of CTO before Citywide policies are established would create multiple policies, give the hours previously accumulated under various plans the appearance of being officially accepted, and expose the City to potential

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additional liability for accumulated CTO hours that would not ultimately be acceptable under a new policy.

In addition, Mr. Harrington has expressed concern that, by utilizing the City's centralized payroll records systems to monitor compensatory time, compensatory time may have to be recognized under generally accepted accounting principles as a legal liability of the City. If CTO is recognized as a legal liability of the City, the City's financial statements would have to reflect this liability. Mr. Harrington notes that the City ended the 1992-93 fiscal year, for the first time, with a negative fund balance, meaning that the City's liabilities exceeded its assets on June 30, 1993. Mr. Harrington reports that he expects the City to have a positive fund balance on June 30, 1994, but that the fund balance could again be negative, if CTO is deemed to be a legal liability of the City.

Mr. Harrington also notes that increasing the City's financial liabilities, relative to its assets, could adversely affect the City's bond rating, resulting in higher interest costs for borrowed funds.

5. Mr. Wendell Pryor, the Director of Human Resources, states that the City's policy concerning compensatory time off for employees exempt from the Fair Labor Standards Act should be developed in the context of evolving case law concerning CTO for municipal employees. In particular, Mr. Pryor notes that a case will be heard before the U.S. Supreme Court to determine whether a municipal employer who requires employees to record their hours may or may not exempt its employees from the FLSA. In other words, by requiring hourly recordkeeping, the City could jeopardize the classification of certain employees as exempt from the FLSA, according to Mr. Pryor.

Mr. Pryor reports that, in his judgement, it is probably not a prevailing practice to provide compensatory time off to employees who are exempt from the FLSA. However, Mr. Pryor reports that the prevailing practice instead is probably to grant 2 to 10 days of administrative leave annually for exempt employees. Mr. Pryor states that the prevailing practice will be documented and analyzed as part of a comprehensive compensation and classification study of all City positions which is currently being planned by the Department of Human Resources.

Regardless of the specific leave policy which is adopted for the City's exempt employees, Mr. Pryor advises that the City should not refer to such leave as "compensatory time"

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because of the unresolved legal issues which pertain to compensatory time in the public sector.

6. Mr. Pryor reports that the proposed ordinance (File 97-94-26) to prohibit compensatory time for certain employees is subject to meet and confer proceedings with employee organizations. Mr. Pryor reports that the Employee Relations Division of the HRD has already commenced meet and confer proceedings with the Management Employees Association (MEA) which represents managerial and executive employees.

7. In our report of October 26, 1993 concerning compensatory time off, the Budget Analyst recommended that the Board of Supervisors should:

(1) Prohibit the accumulation and use of compensatory time off for all executive, administrative and professional employees, unless countermanded by labor agreements;

(2) Adopt legislation requiring:

(A) that all compensatory time earned and taken off by employees subject to the provisions of the Fair Labor Standards Act must require prior approval by the employees' supervisors; and

(B) that the Controller should be requested to provide a standardized method of accounting and tracking of compensatory time earned and taken off for all departments; and,

(3) Submit a Charter Amendment to the electorate that would require that Memoranda of Understanding established through binding arbitration be subject to Board of Supervisors approval.

The proposed ordinance (File 97-94-26) would prohibit compensatory time off for all executive, managerial, or executive employees to the extent that these employees are (1) exempt from the FLSA and (2) are employed in classifications having maximum annual salaries greater than \$100,000.

The proposed resolution (File 251-94-3) would urge the Human Resources Department and the Controller to develop centralized, Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay.

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8. The proposed ordinance (File 97-94-26) would amend the Administrative Code by adding a new Section 18.14 to place restrictions on the use and accrual of compensatory time off for certain City employees.

The Budget Committee of the Board of Supervisors, at its meeting of May 18, 1994, considered a proposed ordinance (File 97-94-31) which would, like the subject proposed ordinance (File 97-94-26), amend the Administrative Code by adding a new Section 18.14. The proposed ordinance which was considered by the Budget Committee (File 97-94-31) would prohibit CTO for (1) exempt employees in classifications with a maximum annual salary greater than \$90,000, and (2) exempt employees in positions designated by the Department of Human Resources as executive management, regardless of the maximum salary amount. In contrast, the subject proposed ordinance (File 97-94-26) would prohibit CTO for exempt employees in classifications which have a maximum annual salary greater than \$100,000.

In addition, the proposed ordinance which was considered by the Budget Committee (File 97-94-31) would (1) require the Controller to certify that CTO hours have been properly documented and approved by the appointing officer, before such CTO hours could be taken, and (2) would prohibit cash payments for accrued CTO balances after an employee is transferred to a new department or upon termination of employment. The subject proposed ordinance (File 97-94-26) does not contain such provisions.

At its meeting of May 18, 1994, the Budget Committee continued consideration of File 97-94-31 until its meeting of July 27, 1994.

Recommendation: Approve the proposed resolution (File 251-94-3), which would urge the Human Resources Department and the Controller to develop centralized Citywide standards for use, accrual, and record-keeping relating to compensatory time off and overtime pay.

Approval of the proposed ordinance (File 97-94-26), which would amend the Administrative Code by adding Section 18.14 to prohibit the use and accrual of compensatory time off for positions which are exempt from the FLSA and which have maximum annual salary amounts greater than \$100,000, is a policy matter for the Board of Supervisors.

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Item 5 - File 221-94-4

Note: This item was continued by the Government Efficiency and Labor Committee to the call of the Chair at its meeting of May 3, 1994.

Item: Resolution urging the Mayor to urge the Department of Human Resources to conduct a comprehensive classification and compensation study and to work with labor organizations, City commissions and City departments in developing the study.

Description: The proposed resolution would urge the Mayor to urge the Department of Human Resources to begin a comprehensive study of the City's current classification and compensation systems for City and County employees. According to the proposed resolution, such a study is intended to produce recommendations to reform, improve and update the City's classification and compensation systems and provide for a fair, equitable, uniform and consistent approach to classifying work and setting salaries in the City. Furthermore, under the proposed resolution, the Board of Supervisors would urge the Mayor to urge the Department of Human Resources to work with labor organizations, City commissions and City departments to develop the proposed comprehensive study of the City's classification and compensation systems.

Comments: 1. Proposition L, approved by the San Francisco voters in November, 1993, which created the Human Resources Department, also mandated that the Human Resources Director establish a system of job classification. Mr. Wendall Pryor, the Human Resources Director reports that the proposed comprehensive classification and compensation study would result in a system of job classification, in compliance with Proposition L.

2. Mr. Pryor reports that there are currently approximately 1,700 separate employee classifications in the City. According to Mr. Pryor, one of the purposes of the proposed classification and compensation study would be to reduce the number of separate classifications in the City. Mr. Pryor indicates that the last comprehensive classification and compensation study was conducted in 1961.

3. Mr. Pryor estimates that a comprehensive classification and compensation study would take approximately three years to complete. Mr. Pryor reports that a combination of in-house Department of Human Resources staff, assisted by consultants having expertise particularly in technical

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compensation areas would conduct such a study. In addition, Mr. Pryor reports that several other City departments, such as the Port, Airport, Department of Public Works and the Health Department have indicated their desire to support such classification and compensation study efforts. For example, Mr. Pryor reports that the Department of Public Health has requested that a specific classification and compensation review of the Health Department's management staff be included.

4. In addition, Mr. Pryor reports that the proposed study would address classification and compensation issues regarding compliance with the Federal American with Disabilities Act (ADA) and the Fair Labor Standards Act. Furthermore, San Francisco's pay equity provisions would be evaluated.

5. Mr. Geoffrey Rothman of the Department of Human Resources reports that at a minimum, all non-uniformed employees (i.e., excluding Police, Fire, Transit Operators and Nurses) would be covered by the proposed classification and compensation study. In addition, Mr. Rothman reports that there may be some benefit to including the uniformed classifications, depending on the scope of the study.

6. According to Mr. Pryor, the total cost to conduct such a comprehensive classification and compensation study and the source of such funds has not been determined. However, Mr. Pryor estimates that it could take approximately six to eight hours per City employee, or between \$200 and \$300 per City employee to fully review classification and compensation issues. Based on approximately 23,000 permanent authorized City employees, this represents a total cost of between \$4.6 million and \$6.9 million. However, Mr. Pryor indicates that the Department of Human Resources intends to make this comprehensive classification and compensation study a major priority of the Department, beginning in July, 1994. As such, according to Mr. Pryor, approximately 35 to 50 percent of the total required hours to complete the study would be provided with existing Human Resources staff as well as other existing City department employees affected by the study. Mr. Pryor reports that these in-house efforts would be assisted by outside consultants on an as needed basis.

Mr. Pryor indicates that in 1990, it was determined that such a study conducted by outside consultants would cost approximately \$1 million to \$2 million. As indicated above, Mr. Pryor reports that it would be more beneficial for the

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City to use a combination of in-house staff and outside consultants to conduct this study.

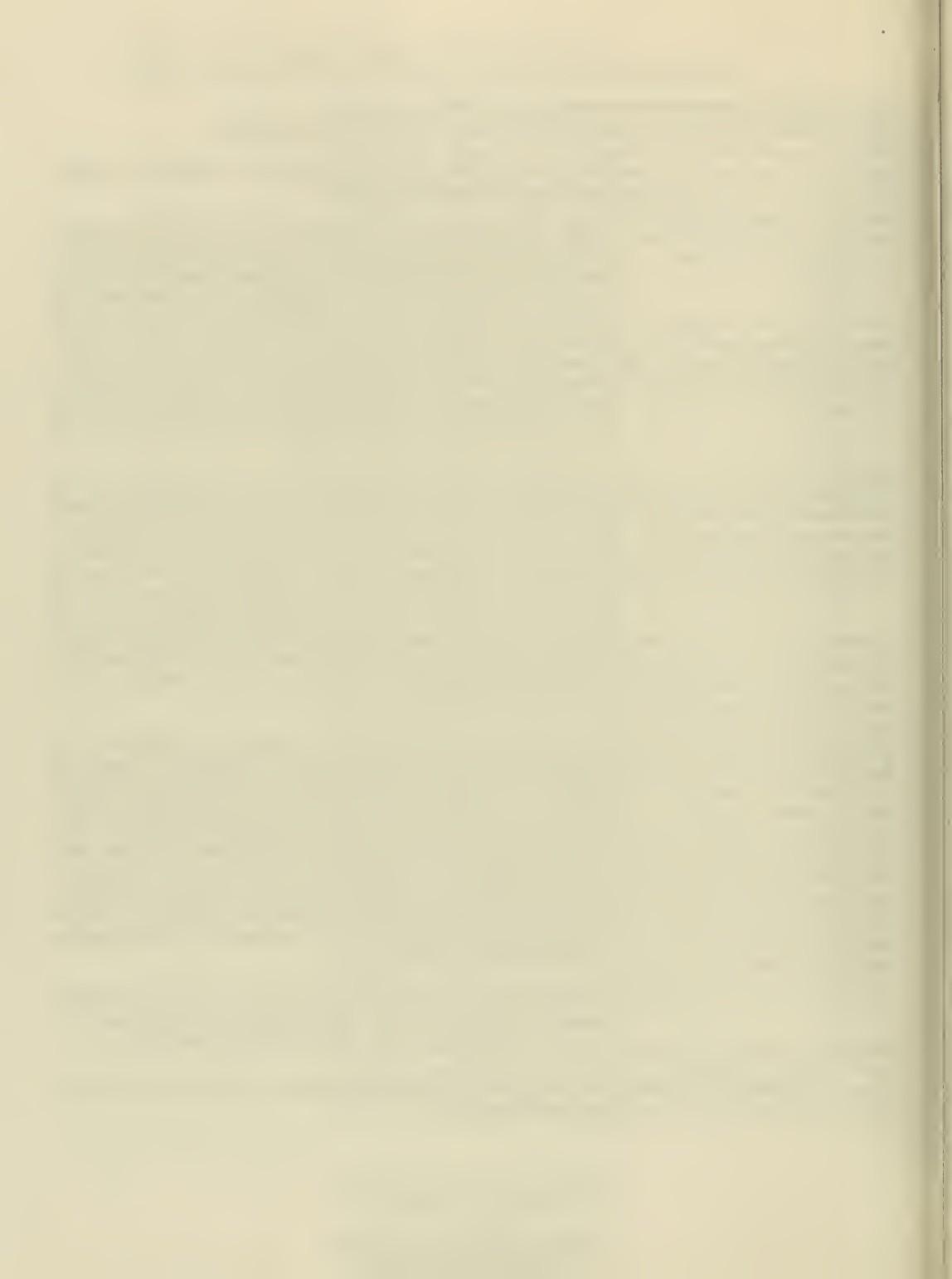
7. Ms. Teresa Serata of the Mayor's Office reports that \$300,000 was set aside in 1991 for the then Civil Service Commission (currently the Department of Human Resources) to begin a classification and compensation study for the City. According to Ms. Serata, this \$300,000 has been carried forward since 1991 and would be available for use by the Department of Human Resources to initiate such a study. According to Mr. John Madden of the Controller's Office, a separate appropriation of these \$300,000 of funds would have to be requested by the Department and approved by the Mayor and the Board of Supervisors.

8. Ms. Serata indicates that the \$300,000 could be used by the Department of Human Resources to develop a formal task plan, to draft Request For Proposals (RFPs) for consultant services and to develop the necessary questionnaires and other tools or methods to be used during the study. However, Ms. Serata reports that prior to any other monies being allocated to the Department of Human Resources, the Department would have to complete a formal plan, outlining the specific areas that would be addressed by such a comprehensive classification and compensation study and the associated costs.

9. On April 25, 1994, the Board of Supervisors approved a motion directing the Budget Analyst to conduct an audit of positions whose base salaries, plus fringe benefits, exceed \$70,000 a year and are not covered by collective bargaining. This audit would determine the appropriateness of the salaries for each of these annual \$70,000+ positions, and include a comparison of salaries in the City with other Bay Area jurisdictions and major California cities and counties. Mr. Rothman indicates that the results of such an audit could be used as part of the proposed comprehensive compensation and classification study.

10. The City is currently considering placing one or more Charter Amendments on the November, 1994 ballot to restructure City employee's salaries and compensation.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



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Item 6 - File 97-94-25

Note: This item was continued by the Government Efficiency and Labor Committee to the call of the Chair at its meeting of May 17, 1994.

Department: Human Rights Commission (HRC)

Item: Ordinance amending Chapter 6 of the San Francisco Administrative Code by adding Section 6.56, which would require that certain City construction contracts include a provision requiring prime contractors to make good-faith efforts to hire San Francisco residents to comprise no less than 50 percent of their total construction work force.

Description: In response to complaints by San Francisco residents that contractors performing construction work or public works projects for the City are not hiring a sufficient number of San Francisco residents, the proposed legislation would mandate that contractors performing all such work would have to make good-faith efforts to ensure that at least 50 percent of their employees are San Francisco residents, and that preference should be given to economically disadvantaged individuals (See Comment No. 1).

As such, the proposed ordinance would amend Chapter 6 of the City's Administrative Code by adding Section 6.56. Section 6.56 would provide that any contract for the construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements within the boundaries of the City would contain the following provision:

The contractor promises to make a good-faith effort, with the assistance of community organizations or hiring halls designated by the City, or of local labor unions, to hire individuals who are residents of the City and County of San Francisco, and who shall comprise no less than 50 percent of each contractor's total construction work force, measured in labor work hours, and giving special preference to economically disadvantaged individuals.

In addition, Section 6.56 would provide that the contractor would be required to maintain and provide to the City an accurate record, showing the name, place of residence, hours employed and per diem pay of each person employed by the contractor, including full-time, part-time, permanent and temporary employees, in order to demonstrate the

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contractor's good-faith efforts to secure the employment of City residents.

Section 6.56 would further provide for the imposition of penalties enumerated in Sections 6.25 and 6.45 of the Administrative Code for the failure to abide by the foregoing contract provisions. Sections 6.25 and 6.45 of the Administrative Code respectively provide one-year and five-year penalties, during which the contractor shall not be awarded any further contracts by the City, for contractors who fail to live up to the terms of his or her contract.

Comments:

1. At the May 17, 1994 Government Efficiency and Labor Committee Meeting, an Amendment of the Whole was submitted to the Committee, which contained the new provision requiring that contractors, in making good-faith efforts to hire San Francisco residents to comprise no less than 50 percent of their total construction work force, give preference to economically disadvantaged individuals. According to Mr. Ed Lee of the Human Rights Commission (HRC), such preference would consist of the targeted outreach and recruitment of economically disadvantaged individuals, as defined by the Mayor's Office of Community Development (MOCD). Economically disadvantaged individuals are defined as lower income or very low income persons, as reflected in the Attachment.
2. Mr. Lee advises that, in order to monitor and enforce compliance with the proposed ordinance, the HRC would need two additional 2996 Representatives, Human Rights Commission, each with an annual salary at Step One of \$43,065 and mandatory fringe benefits of \$6,890, for a total estimated cost of \$99,910 in the first year.

<u>Classification</u>	<u>No. of Positions</u>	<u>Annual Salary at Top Step</u>	<u>Estimated Cost, FY 1994-95</u>
2996 Representative, Human Rights Commission	2	\$52,304	\$99,910

3. In addition, Mr. Lee estimates that the HRC would incur between \$10,000 and \$15,000 in expenditures in the first year of the proposed ordinance for data collection, data entry, and software in order to recreate the HRC's software field so that residence statistics could be monitored.
4. Thus, according to the needs as stated by Mr. Lee, the total estimated cost of the proposed ordinance would be

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between approximately \$110,000 and \$115,000 in the first year.

5. The Author's Office reports that a second Amendment of the Whole will be introduced at the June 7, 1994 Government Efficiency and Labor Committee Meeting. The Author's Office advises that this Amendment of the Whole will eliminate the requirement that the contract for the construction, reconstruction or repair of public buildings, streets, utilities or other public work or improvement be performed within the boundaries of the City and County of San Francisco, thereby also requiring contractors who perform work for City departments such as Hetch Hetchy and the Airport, which reside outside of the City's boundaries, to make good-faith efforts to recruit San Francisco residents. In addition, this second Amendment of the Whole would amend the proposed legislation by defining residents of the City and County as individuals who have lived in the City for a period of at least six months prior to the performance of the contract (the proposed ordinance currently includes no minimum period of residence in the City prior to the performance of the contract).

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT (MOCO)
INCOME LIMITS FOR THE COMING PROGRAMS
SAN FRANCISCO PHSA

INCOME MAXIMUM BY HOUSEHOLD SIZE

	1 Per	2 Per	3 Per	4 Per	5 Per	6 Per	7 Per	8 Per
Lower Income	27,800	31,750	35,750	39,700	42,900	46,050	49,250	52,400
Very Low Income	20,450	23,350	26,300	29,200	31,550	33,850	36,200	38,550

SOURCE: U.S. Department of Housing and Urban Development

MOCO/OC/P17 Rev. May 14, 1993 (2035B)

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Item 7 - File 103-94-1

Note: This item was continued by the Government Efficiency and Labor Committee to the call of the Chair at its meeting of May 17, 1994.

Department: Civil Service Commission

Item: Hearing to consider the Civil Service Commission's, Salary Survey for Registered Nurses, certifying to the Board of Supervisors that the highest prevailing maximum salary schedule for acute care nurses granted by a collective bargaining agreement in the six Bay Area counties as of April 15, 1994 and such other information as is required by Charter Section 8.403.

Description: Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing annual maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco and Santa Clara.

Based on the results of the Civil Service Commission's survey, the highest prevailing maximum salary for acute care staff nurses (Staff Nurse III) on April 15, 1994 was \$30.70 per hour at the Stanford University Hospital. According to the Civil Service, the Stanford University Hospital contract provides for a 2.5 percent increase, which will increase this \$30.70 per hour rate to \$31.47 per hour, effective March 1, 1995.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications. Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits. However, in accordance with Section 8.403 of the City's Charter, the Board of Supervisors may not provide additional conditions and benefits which exceed the dollar value of the combined salaries and benefits paid to the nurses at Stanford University Hospital.

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Comments:

1. The highest prevailing maximum salary rate of \$30.70 paid by Stanford is \$2.31 per hour higher, or 8.1 percent more than the City's current maximum rate of \$28.39 per hour. The Civil Service Commission's report also compares the City's benefits to the benefits provided to Stanford University Hospital nurses. These benefits include health, dental and paid time off (i.e., vacation, sick leave and holidays). According to the Civil Service Commission's report, the current maximum salary and benefits provided to Stanford University's nurses of \$35.64 exceeds the City's salary and benefits of \$33.96 by \$1.68 per hour.
2. According to Mr. Carl Bunch of the Employee Relations Division (ERD), the Memorandum of Understanding (MOU) between the City and the Nurses expired on April 30, 1994. Mr. Bunch reports that the employee organizations which represent the City's Registered Nurses are currently in negotiations with the City regarding a contract for Fiscal Year 1994-95.
3. According to Mr. Bunch, the City's nursing employees receive, in general, higher levels of fringe benefits than Miscellaneous employees, including paid health benefits for dependents, more salary steps, higher standby pay and higher shift differentials.
4. Mr. John Madden of the Controller's Office reports that until the negotiations are completed, an estimate of the actual cost to the City for wage and/or benefit increases for nurses cannot be determined. However, according to Mr. Madden, the total annual FY 1993-94 salary and fringe benefit cost to the City for nurses is approximately \$106 million. Therefore, each one percent increase in salary and fringe benefits to nurses will result in a corresponding approximate \$1.06 million increase in costs to the City.
5. Although the maximum salary rate of \$30.70 paid by Stanford is \$2.31 per hour higher than the City's current maximum rate of \$28.39 per hour, the Civil Service report notes that the Stanford University Hospital contract requires 20 years of employment for nurses to reach that \$30.70 maximum rate. In contrast, nurses employed by San Francisco reach the City's maximum rate in five and one-half years. As a result, many of the City's nurses with less seniority are actually paid at higher salary rates than at Stanford University Hospital, as shown in Attachment I, prepared by the Civil Service Commission.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

6. In response to the concern that San Francisco may be paying its nurses at a higher rate than permitted, Mr. Patrick Finney of the Human Resources Department provided Attachment II to the Budget Analyst's Office. According to Mr. Finney, although the City's Charter requires Civil Service to certify the maximum salary for nurses in effect on April 15 of each year and the Board of Supervisors may not provide additional salary and benefits to San Francisco nurses which exceed the dollar value of the combined maximum salaries and benefits paid to the nurses at Stanford University Hospital, there is no prohibition for the City to pay San Francisco's nurses a basic salary rate which is higher than the surveyed rate.

CITY AND COUNTY OF SAN FRANCISCO / STANFORD UNIVERSITY HOSPITAL
REGISTERED NURSE RATES OF PAY - EFFECTIVE APRIL 15, 1994

Attachment I

SAN FRANCISCO	1	2	3	4	5	6	7	8	9
Years of Service	\$24.28	\$25.11	\$25.94	\$26.75	\$27.57	\$28.39			
—	0.5	1.5	2.5	3.5	5.5				

STANFORD	1	2	3	4	5	6	7	8	9
Years of Service	22.87	23.80	24.75	25.74	26.76	27.82	28.95	30.10	30.70
—	0.5	1.5	2.5	3.5	4.5	5.5	7.5	20	

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**



Wendell L. Pryor
Human Resources Director

June 2, 1994

MEMORANDUM

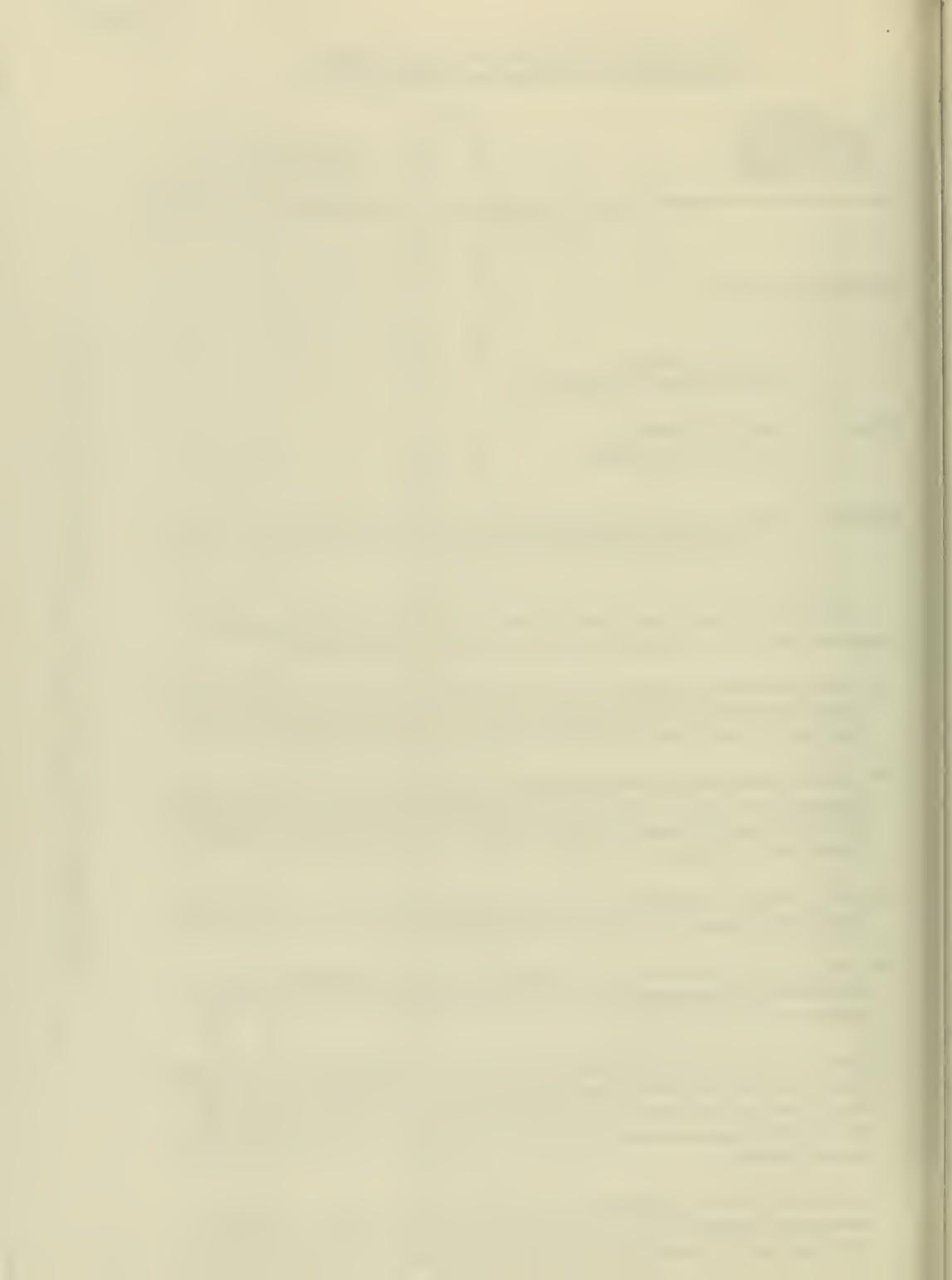
TO: DEBRA NEWMAN
BUDGET ANALYST OFFICE

FROM: PATRICK FINNEY
COMPENSATION UNIT

SUBJECT: INFORMATION REQUESTED REGARDING 94-95 REGISTERED NURSE
SALARY STANDARDIZATION ORDINANCE

This is in response to your request for further information regarding the Civil Service Commission certification of registered nurse rates in the San Francisco Bay Area.

- As the attached chart indicates, the salary of a registered nurse with five and one-half years service at San Francisco General Hospital (\$28.39 hr.) is less than a registered nurse at Stanford University Hospital with the same amount of service (\$28.95 hr.)
- Charter Section 8.403 requires the Department of Human Resources to survey acute care hospitals in the six bay area counties and find the highest registered nurse salary schedule, in effect on April 15 of each year. Charter Section 8.403 (d) defines salary schedule "to include only the maximum rate of pay".
- The Department of Human Resources is further required to determine the dollar value of certain fringe benefits in the hospital with the highest RN rate.
- The City then negotiates with the unions representing nurses and develops a total compensation package which does not exceed the dollar value of the salary and fringe benefits of the surveyed hospital.
- There is no prohibition in paying SF's nurses a basic rate which is higher than the surveyed hospital., however, SF's total compensation package (wages & fringes) cannot be higher than the certified hospital's total compensation package (wages & fringes). Incidentally, San Francisco's maximum rate of pay has always been less than the maximum rate of the surveyed hospital.
- For Fiscal Year 1994-95 Stanford University Hospital's total compensation package exceeds San Francisco's total compensation package by \$1.68 per hour. This represents a maximum possible increase for our nurses of approximately 5.9% in wages and fringes.



Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Item 8 - File 27-94-6

Department: San Francisco International Airport

Item: Ordinance approving the "Lease for Duty Free/In-Bond Merchandise Sales" between DFS Group L.P. and the City and County of San Francisco, acting by and through its Airports Commission.

Lease Amount: 15% of gross revenues up to \$35,000,000 plus 20% of gross revenues over \$35,000,000, or the minimum annual guarantee of \$17,588,888 (adjusted annually by the Consumer Price Index), whichever is greater to be paid by DFS Group L.P. to the Airport.

Lease Period: Three years and then continuing on a month-to-month basis until June 1, 1998, or until the Director of Airports determines that the new International Terminal is to begin handling international passengers, whichever comes first.

Description: Under the proposed lease, DFS Group L.P. would operate 8,338 square feet of retail space and 1,444 square feet of warehouse space in the International Terminal for only the sale of duty-free items. DFS Group L.P. is also required to maintain a secured premises off-Airport for taking orders of duty free/in-bond merchandise for delivery to the Airport.

The Airport received two bids for the proposed lease after advertising the bidding in the City's Bid and Contract Opportunities Newsletter and several local minority newspapers and after contacting all known firms in the duty-free business. The bidders and the amounts bid were as follows:

<u>Bidders</u>	<u>Minimum Annual Guarantee</u>
Aldders International (USA) Inc.	\$17,503,000
DFS Group L.P.	\$17,588,888

DFS Group L.P. was selected as the successful bidder with a bid of \$17,588,888. DFS Group L.P. is a partnership Agreement of DFS Group Limited, a Bermuda corporation formerly known as Duty Free Shoppers Group Limited and Duty Free Shoppers Limited Partnership, a Delaware limited partnership. The proposed lease requires that the lessor pay the Airport 15 percent of annual gross revenues up to \$35,000,000 plus 20 percent of annual gross revenues above \$35,000,000 or the minimum annual guarantee, whichever is greater.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

According to the terms of the "Invitational Bid Package", DFS Group L.P. submitted a bid bond in the amount of \$5,625,000, or one-half of the minimum bid amount of \$11,250,000, payable to the City and County of San Francisco as a bid bond guaranteeing the performance and execution of the lease. Once the contract is awarded to them, the DFS Group L.P. will replace the bid bond with a performance bond in the amount of \$8,794,444, or one-half of the amount of their minimum annual guarantee of \$17,588,888. Each month of every year during their lease, DFS Group L.P. will pay the Airport 1/12 of their minimum annual guarantee of \$17,588,888, or \$1,465,741 per month. At the end of each year, the Airport will determine if DFS Group L.P. should pay the Airport based on the percentage of their gross revenue, instead of their minimum annual guarantee, and if so, DFS Group L.P. will be required to pay the additional amount at that time.

- Comments:**
1. The Airports Commission adopted Resolution No. 94-0049 on April 19, 1994, awarding the proposed lease to DFS Group L.P.
 2. Mr. Bob Rhoades of the Airport reports that Allders International (USA) Inc. is the current lessor under a five year contract ending December 31, 1994. In 1989, they bid a minimal annual guarantee of \$20,000,00 a year to be paid over five years and adjusted annually according to the Consumer Price Index. Their adjusted minimal annual guarantee for January 1, 1994 to December 31, 1994 is \$22,070,919.37. The Airport has been paid the minimal annual guarantee since the first year of Allders International (USA) Inc.'s lease. According to Mr. Rhoades, Allders International (USA) Inc.'s minimal annual guarantee is almost 50 percent of their annual revenues. Mr. Rhoades states that the two bids for the current contract are much lower than Allders International (USA) Inc.'s winning bid in 1989 because that bid was unrealistic and the international economy has been performing poorly over the past five years.
 3. Mr. Rhoades states that he cannot estimate whether DFS Group L.P. will pay the minimum annual amount or the percentage of their annual gross revenue to the Airport because it depends on the strength of the international economy. Since the U.S. import tax has been waived on duty-free/in-bond merchandise, U.S. Customs laws require that a duty-free/in-bond merchandise customer leave the country after purchasing the goods. Thus, most Duty Free/In-Bond Merchandise purchases are made by international customers. However, Mr. Rhoades states that it would be unlikely DFS

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Group L.P. would pay the Airport based on the percentage of gross revenue, since the DFS Group L.P. would have to gross over \$96,694,440 annually for the percentage of gross revenue to surpass the minimum annual guarantee. The amount grossed last year by Allders International (USA) Inc. was approximately \$43,000,000.

4. Mr. Rhoades also reports that the proposed three year contract with DFS Group L.P. would bridge the transition period between the current International Terminal and the new International Terminal, scheduled to be open in mid-1998. The new International Terminal is currently in the design phase. If there is a delay in opening the new terminal, the contract with DFS Group L.P. will continue under the same terms on a month-to-month basis until the new International Terminal opens.

5. As reflected in the Attachment, Mr. Rhoades reports that "Due to the specialized nature of a Duty Free lease and the high capital costs associated with it, [the Airport] did not include an M/WBE subleasing requirement in the bid specifications..." Mr. Rhoades further states that there is no MBE/WBE component required for bidding because there are no minority or women owned duty-free/in-bond merchandise businesses large enough to bid on the proposed lease. He reports that only five firms exist that specialize in duty-free/in-bond merchandise. However, as reflected in the Attachment, since July 1, 1993, the Airport has awarded five concession leases for duty-paid operations with 60 percent of the participation in these leases going to MBE/WBE firms.

6. Mr. Rhoades does not know why only two of the five firms specializing in duty-free/in-bond merchandise bid on the proposed Airport lease. However, Mr. Rhoades speculates that the short contract length of three years and the large start-up costs may have been two factors in the decision of the three firms specializing in duty-free/in-bond merchandise not to bid.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Airports
Commission
City and County
of San Francisco
Frank M. Jordan
Mayor

Patrick A. Murphy
President
J. Stanley Madison
Vice President
L. Andrew Jeandierre
Marie K. Brooks
Michael S. Srunksy

LOUIS A. TURPEN
Director of Airports



June 2, 1994

Honorable Terence Hallinan
Chair, Government Efficiency and Labor Committee
Board of Supervisors
City and County of San Francisco
235 City Hall
San Francisco, CA 94102

RE: File Number 27-94-006

Dear Supervisor Hallinan:

I have been asked by the Budget Analyst to provide the Committee with a M/WBE status report on the Duty Free In-Bond Contract.

Due to the specialized nature of a Duty Free lease and the high capital costs associated with it, we did not include an M/WBE subleasing requirement in the bid specifications as is normally the case in other retail concession leases. However, please know that since July 1, 1993, the Airport has awarded five (5) concession leases with 60% of the participation in these leases going to M/WBEs. Clearly, we have met our participation goals for this year.

As with all Airport lease specifications, the Duty Free In-Bond Lease was advertised in the City's Bid and Contract Opportunities Newsletter and several local minority newspapers.

I trust this information addresses your concerns.

Very truly yours,

A. Turpen
Director of Airports

cc: Members, Government Efficiency &
Labor Committee
Harvey Rose, Budget Analyst

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Item 9 - File 65-94-10

Department: San Francisco Port

Item: Ordinance approving a lease agreement between Capital Cities, ABC, Inc. and the City and County of San Francisco, operating by and through the San Francisco Port Commission for Seawall Lots 344 and 352, located south of Islais Creek at the end of Amador Street.

Agreement Amount: Approximately \$125,000 annually to be paid by Capital Cities, ABC, Inc. to the City of San Francisco

Agreement Period: Twenty years, or through the year 2014, effective upon the date of the pending sale of First Broadcasting to Capital Cities, ABC, Inc., or one of Capital Cities' wholly-owned subsidiaries

Right of Renewal: No

Description: Section 3.581 of the City's Charter authorizes the Port Commission to enter into leases and franchises for the operation of property within the jurisdiction of the Port Commission.

Section 7.402-1 of the Charter authorizes the Board of Supervisors to review and approve by ordinance, the modification and amendment of a lease entered into by a department, board or commission for a period of time in excess of ten years or having anticipated revenue to the City of \$1.0 million or more.

The proposed ordinance would approve a new lease with Capital Cities, ABC, Inc. (Capital Cities) to replace an existing lease for Seawall Lots 344 and 352 with First Broadcasting Co. Inc. (First Broadcasting). First Broadcasting currently holds a lease for a portion of Seawall Lots 344 and 352, located south of Islais Creek at the end of Amador Street, used for their KSFO transmitting towers. Capital Cities is in the process of acquiring First Broadcasting and a condition of the acquisition is replacing the existing lease for Seawall Lots 344 and 352 with First Broadcasting with a new extended lease with Capital Cities.

On April 26, 1994, the Port Commission agreed to enter into a 20-year lease with Capital Cities, effective upon the sale of

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

First Broadcasting to Capital Cities or one of its wholly-owned subsidiaries, for use of space at Seawall Lots 344 and 352. The base rate of the proposed lease is \$10,416.66 per month, or approximately \$125,000 per year, to be paid to the City by Capital Cities.

Comments:

1. The body of the proposed legislation should be amended to reflect that the current lease holder is First Broadcasting rather than KSFO, Inc. as currently stated. Mr. Kirk Bennett of the Port reports that in 1991, KSFO, Inc. was sold to First Broadcasting. First Broadcasting is the owner of KSFO. Although it is KSFO's transmitting towers that are located on Seawall Lots 344 and 352, the lease itself is currently with First Broadcasting, the owner of KSFO.
2. Mr. Bennett reports that two radio transmitter towers for First Broadcasting currently operate on Seawall Lots 344 and 352, located south of Islais Creek at the end of Amador Street. The existing lease term is for 24 years, from January 1, 1978 through December 31, 2002. The leased premises contain 10,454 square feet, and the lease also grants an easement for underground radial wires. The current rent paid to the City by First Broadcasting is \$17,683 per year, or approximately \$107,317 less than the \$125,000 per year that would be paid to the City under the proposed agreement with Capital Cities. Mr. Bennett advises that the Port determined the comparable rents being paid for other transmitter sites in the Bay Area to range from \$15,000 to approximately \$40,000 per year. However, the Port did not use these comparables as a basis for determining the lease amount for Seawall Lots 344 and 352. According to Mr. Bennett, the subject site is unique in that it is planned for future industrial development. Therefore, the Port believes that the subject site is more valuable than the comparable sites. Because the proposed lease transfer agreement would be extended from eight years to 20 years or through the year 2014, therefore impacting development during that time period, the Port believes it is in the City's best interest to obtain a high a rent for the subject seawall lots. Mr. Bennett reports that Capital Cities has agreed to the annual rent of \$125,000 in contrast to the current annual rent of \$17,683 and in contrast to the high market rent for comparables of approximately \$40,000 annually.
3. According to Mr. Bennett, a condition of Capital Cities' acquisition of First Broadcasting is the replacement of the existing lease with the proposed new lease which has an extended term from the remaining eight years left on the existing First Broadcasting lease (1994 to 2002) to 20 years (1994 to 2014) under the proposed lease with Capital Cities.

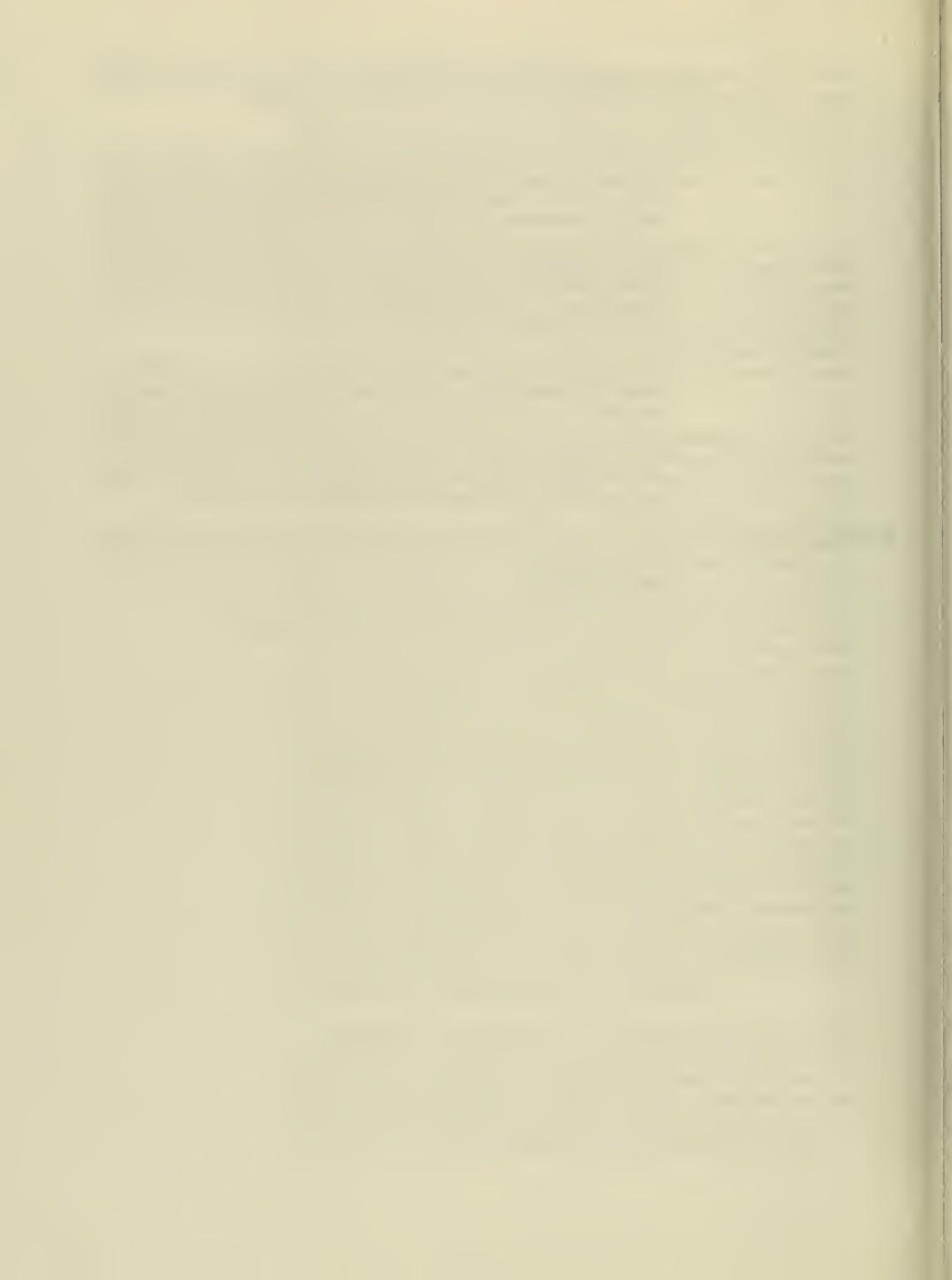
Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

4. Mr. Bennett advises that under the proposed lease agreement, the rent to be paid to San Francisco by Capital Cities would be increased every three years by one-half the per annum increase in the Consumer Price Index (CPI). According to Mr. Bennett, one-half the per annum increase in the CPI was a negotiated amount agreed upon by the Port and Capital Cities. The Port agreed to an increase of only one-half of the per annum increase in the CPI due to the high annual rent that Capital Cities would pay to the City.

5. According to the proposed agreement, in the event that the commencement date of the new lease agreement has not occurred on or before December 31, 1994 (subject to extension by the Port if the acquisition of First Broadcasting by Capital Cities takes longer than expected and the delays are reasonable), the proposed lease would be void and the existing lease with First Broadcasting would remain in effect.

Recommendation:

- 1) Amend the body of the proposed ordinance to reflect that the existing lease is with First Broadcasting Co. Inc., and not with KSFO Inc.
- 2) Approve the proposed ordinance, as amended.



Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

Item 10 - File 25-94-15

Department: Department of Public Health (DPH), San Francisco General Hospital (SFGH)

Item: Resolution concurring with the Controller's Certification of costs required by Charter Section 8.300-1 (Proposition J) that laundry processing services can be practically performed for the Department of Public Health, San Francisco General Hospital, by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed:

Laundry Processing Services at San Francisco General Hospital.

Description: The Controller has determined that contracting for laundry processing services at San Francisco General Hospital in FY 1994-95 will result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>Low Range</u>	<u>High Range</u>
Salaries	\$660,081	\$799,951
Fringe Benefits	160,375	179,666
Operating Costs	<u>364,800</u>	<u>364,800</u>
Total City Costs	\$1,185,256	\$1,344,417
Estimated Contract Cost	<u>\$867,623</u>	<u>\$867,623</u>
Estimated Savings	\$317,633	\$476,794

Comments:

1. Currently, the laundry service is being performed in the Power Plant building at San Francisco General Hospital by 34 Civil Service employees of the Hospital. The laundry service was contracted out once during a one month shutdown of the building in November, 1993 for seismic testing. Other than this one month period, this would be the first time that laundry services would be contracted out at San Francisco General Hospital.

2. San Francisco General Hospital plans to contract out the laundry processing services on July 1, 1994 due to a shutdown of the Power Plant building housing the laundry equipment. This shutdown will be necessary for approximately four months due to seismic code upgrades. If this resolution is approved, however, the contracted services would be for a one year period rather than the approximate

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

four month seismic upgrade work period because of possible plans to replace laundry equipment at SFGH (See Comment No. 4).

3. Of the 34 current Civil Service positions that presently perform laundry services at SFGH, 23 positions would be eliminated as a result of contracting out laundry services. According to Ms. Yvonne Lowe of SFGH, the SFGH employees would be placed in other open positions in the Department of Public Health, depending on their qualifications and work preferences. If there are no available positions in the DPH, then open positions in other City departments would be considered. SFGH would retain the balance of 11 positions (34 positions currently less 23 positions eliminated) to manage the internal linen distribution system.

4. According to SFGH, the current laundry services facility at SFGH is inefficient and costly to maintain and operate due to obsolete equipment. Currently, a task force composed of labor and management is working to make recommendations regarding future laundry services at SFGH. By July 1, 1994, this task force anticipates either recommending that the laundry equipment at SFGH be replaced to make it more efficient and cost effective or that laundry services at SFGH be consolidated with laundry services at Laguna Honda Hospital (LHH). According to Ms. Lowe, this task force decision would have no effect on the proposed one year contracting out of laundry services since the task force's recommendation would not be implemented until July 1, 1995, when the proposed contract would expire.

5. According to Mr. Dale Butler of Service Employees International Union (SEIU), Local 250, which represents 31 of the 34 current laundry employees, the task force will not recommend permanently contracting out laundry services because they have determined that either purchasing new laundry equipment for SFGH or expanding the services at LHH would be more cost effective in the long run than contracting out laundry services. Mr. Butler is a member of the task force and he reports that the SEIU approves of the proposed contracting out of laundry services at SFGH as long as all 23 Civil Service employees whose positions would be eliminated would be placed in other Civil Service positions.

6. Mr. Bill A. Lloyd of Service Employees International Union (SEIU), Local 790, which represents two of the 34 current laundry employees, states that to his knowledge, employees in any position that will be eliminated will be

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1994 Government Efficiency and Labor Committee Meeting

placed in other jobs of comparable pay. If all employees are placed in other jobs, SEIU, Local 790 is not opposed to the proposed contracting out of laundry services at SFGH.

7. Mr. John Busher of the Municipal Executives Association (MEA), which represents one of the 34 current laundry employees, reports that he has not previously been informed of the proposed contracting out of laundry services at SFGH.

8. According to Ms. Lowe, the estimated cost of performing laundry services under contract was determined by the Senior Purchaser for San Francisco General Hospital. The Senior Purchaser notified three different laundry service companies and received informal bids over the telephone. He used the mid-priced bid to develop the estimated cost of \$867,623 for contracted laundry services for one year. SFGH will conduct a competitive bid process, if this Proposition J resolution is approved. The formal bid solicitation process will consist of advertisements in local newspapers and the contacting of all known firms, including MBE/WBE/LBE firms, using lists provided by the Human Rights Commission and the SFGH Purchaser.

9. The Budget Analyst's Office received a copy of a Certified Letter from the Department of Public Health mailed to all 23 employees whose positions would be eliminated by the proposed contracting out of laundry services at SFGH. This letter states that "The Department made and will observe the commitment that every laundry employee adversely affected by this closure will be given a new position in another area of the Department."

10. The Controller's supplemental questionnaire, with the Department's responses, is attached.

Recommendation: Since this would be the first time that such services have been contracted out and since it is possible that 23 positions would be eliminated, approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, San Francisco General Hospital (SFGH)

Contract Services: Laundry Services for SFGH

For the term starting approximately July 1, 1994, through June 30, 1995.

Who performed services prior to contracting out? Civil Service employees. Classifications are: 1 FTE General Services Manager #2786; 2 FTE Laundry Supervisors #2780; 1 FTE Sewing Technician #2772; 11 FTE Sr. Laundry Workers #2770 and 19 FTE Laundry Workers #2760.

Number of City employees laid off as a result of contracting out? 23 FTE SFGH employees may be displaced by this contract. It is anticipated that these employees would bump employees at Laguna Honda Hospital that have less seniority in these classifications. Displaced LHH employees would be placed in other open positions based on their qualifications and preference of work.

Explain disposition of employees if they were not laid off. 1 FTE Sewing Technician, classification #2772, 6 FTE Sr. Laundry Workers, classification #2770, 3 FTE Laundry Workers, classification #2760 and 1 FTE Laundry Supervisor, classification #2780 would remain at SFGH (the mix of classifications 2770 & 2760 may change if there are bumps based on seniority) to manage the internal linen distribution system. These work assignments are not affected by the proposed termination of the laundry plant services and these employees will continue to perform these tasks.

What percent of a City employee's time is spent on services to be contracted out? Approximately 2% or less of an Assistant Hospital Administrator's (Classification #2143) time would be spent on administering this contract. Approximately 5-10% of the Assistant Hospital Administrator's time is now spent on administering the laundry work at SFGH.

How long have the services been contracted out? Services will be contracted out on July 1, 1994, during a shut-down of the Power Plant Building housing the laundry equipment for seismic code upgrades. If the Prop J contract is approved, the contracted services would be for a one year term rather than the approximate four month renovation work period.

What was the first fiscal year for a Proposition J Certification? First approval is being sought for the 94/95 fiscal year.

How will contract services meet the goals of your MBE/WBE Action Plan? A new contractor will be selected through a competitive bid process. All interested MBE/WBE/LBE will be notified and will be encouraged to bid.

Madeline Petersen
Department Representative

206-3486

Memo to Government Efficiency and Labor Committee
June 7, 1993 Government Efficiency and Labor Committee Meeting

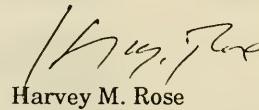
Item 11 - File 253-94-1

- Department:** Purchasing Department
- Item:** Resolution authorizing the Director of Purchasing to loan property of historical or archival value to museums, libraries, schools or other educational or cultural organizations in San Francisco.
- Description:** In January 1995, City departments will begin to vacate City Hall for the seismic retrofitting of the building. The Purchasing Department is anticipating that departments may uncover some documents or other items of historical or archival significance in the moving process. In order to ensure that these documents or items remain as City possessions and do not get lost in the move, the Purchasing Department is proposing that these documents or items may be lent to cultural or educational organizations while City Hall is vacated. The proposed resolution would authorize the Purchasing Department to lend such documents or items to cultural or educational organizations that would benefit from them. Such cultural or educational organizations include museums, schools, and libraries.
- Comments:**
1. According to Mr. Ara Minasian of the Purchasing Department, loaning these items to educational or cultural organizations would not result in any costs to the City. If an organization wants an item, they would have to pay any transfer costs and assume all liability. As of the writing of this report, Mr. Minasian states that the process of identifying documents or items that may be of historical or archival value, the process for loaning these documents or items and the procedures for determining liability have not been specified by the Purchasing Department.
 2. Ms. Joan Lubamersky of the Office of the Chief Administrative Officer (CAO) has requested that this item be continued for two weeks to determine how it relates to another recently introduced resolution which proposes that the CAO's Office study the possibility of a City Store selling surplus City items.
 3. Given that the Purchasing Department has not specified the details of the proposed resolution and that the CAO's Office may be asked to review the possibility of a City Store to sell surplus City items, the Budget Analyst's Office also recommends that this item be continued.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 7, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Continue the proposed resolution until the June 21, 1994 meeting of the Government Efficiency and Labor Committee.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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SPECIAL MEETING

MONDAY, JUNE 20, 1994

1:00 PM

Room 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

1. File 93-94-17. [Building Inspectors Assn., Interest Arbitration] Communication from Mayor appealing the decision of the Mediation/Arbitration Board dated May 23, 1994 and requesting, pursuant to Charter Section 8.409-4(e), that the Board of Supervisors reject the decision of the Arbitration Board concerning Building Inspectors' Association. (Mayor)

ACTION:

Attn: Jane Hudson

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2/2/94
CITY AND COUNTY

OF SAN FRANCISCO

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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 17, 1994

TO: Government Efficiency and Labor Committee

FROM: Budget Analyst

SUBJECT: June 20, 1994 Special Government Efficiency and Labor Committee Meeting

Item 1 - File 93-94-17

Item: Communication from the Mayor appealing the decision of the Mediation/Arbitration Board dated May 23, 1994 and requesting, pursuant to Charter Section 8.409-4(e), that the Board of Supervisors reject the decision of the Arbitration Board concerning the Building Inspectors' Association.

Comment: The Budget Analyst did not have sufficient time to report on this item because of the proposed FY 1994-95 budget that the Budget Analyst is currently reviewing for the Board of Supervisors.

A handwritten signature in black ink that reads "H. M. Rose". Below the signature, the name "Harvey M. Rose" is printed in a standard font.

cc:	Supervisor Hallinan	Supervisor Maher
	Supervisor Kaufman	Supervisor Shelley
	Supervisor Migden	Clerk of the Board
	President Alioto	Chief Administrative Officer
	Supervisor Bierman	Controller
	Supervisor Conroy	Teresa Serata
	Supervisor Hsieh	Robert Oakes
	Supervisor Kennedy	Ted Lakey
	Supervisor Leal	

REGULAR MEETING

GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JUNE 21, 1994 - 1:00 P.M.

LEGISLATIVE CHAMBER, CITY HALL

Members: Supervisors Hallinan, Kaufman, Migden

Clerk: Joni Blanchard

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 27-94-7. [AB 434 Funds for Caltrain-SFO Shuttle] Resolution authorizing the Airports Commission to seek, accept and expend funds for a Caltrain-SFO Shuttle from the Bay Area Air Quality Management District under the AB 434 Funds, California Clean Air Act Legislation, for a second year of operation; waiving indirect costs. (Airports Commission)

ACTION:

- b. File 146-93-57.2. [Grant - Federal, Homeless Dually Diagnosed] Resolution authorizing Department of Public Health, Division of Mental Health and Substance Abuse Services, to apply for a grant up to the amount of \$14,700 which is 2% of the grant application amount from the U.S. Department of Health and Human Services, Center for Mental Health Services and Center for Substance Abuse Treatment, to provide evaluation of the mental health and substance abuse service referral system for the homeless dually diagnosed; see Files 146-93-57 and 146-93-57.1. (Supervisor Leal)

ACTION:

- c. File 146-94-7. [Grant - State, Handicapped Transportation Services] Resolution authorizing Department of Public Health, Laguna Honda Hospital, to apply for, accept and expend a grant of \$47,760 and a required match in the amount of \$11,940, which is 20% of indirect costs, from the State of California Department of Transportation (CALTRANS) for handicapped transportation services to the residents of San Francisco; waiving indirect costs. (Department of Public Health)
(FISCAL IMPACT)

ACTION:

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d. File 146-94-8. [Grant - State, Grief Support Training Program Resolution authorizing Department of Public Health, Central Administration Emergency Services (EMS) Agency, to apply for retroactively, accept and expend a grant of \$50,540, which includes indirect costs of \$5,541, based on 25% of personnel costs from the State Emergency Medical Services Authority, to provide for the development of a grief support training program for prehospital personnel; providing for ratification of action previously taken. (Department of Public Health)]

ACTION:

e. File 146-94-9. [Grant - State, Substance Abuse Prevention to Youth] Resolution authorizing Department of Public Health, Division of Mental Health and Substance Abuse Services, to accept and expend retroactively a grant up to the amount of \$585,610, which excludes indirect costs, from the State of California, Office of Traffic Safety, for substance abuse prevention to youth in San Francisco schools; waiving indirect costs and providing for ratification of action previously taken. (Department of Public Health)

ACTION:

f. File 146-94-10. [Grant - State, Unreimbursed Health Care Cost Resolution authorizing Department of Public Health, Central Office, Community Public Health and Community Mental Health Services, to accept and expend in FY 92-93 funds of up to \$560,000, which includes indirect costs in the amount of approximately \$99,000 based on 18% of the total award, from the State Department of Health Services, State Legalization Impact Assistance Grant (SLIAG), for unreimbursed public health care costs of persons who are legalized pursuant to the provisions of the Immigration Reform and Control Act (IRCA). (Supervisor Alioto)
(FISCAL IMPACT)

ACTION:

g. File 146-94-11. [Grant - State, Emergency Medical Services] Resolution authorizing Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for retroactively and accept and expend a grant of \$75,000, which includes indirect costs in the amount of \$7,240 based on 25% of personnel costs, from the State Emergency Medical Services Authority to provide for the continuing development of the Emergency Medical Services Agency Data Linkage Project; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

h. File 146-94-12. [Grant - State/Federal] Resolution authorizing Department of Public Health, Division of Mental Health and Substance Abuse Services, to apply for retroactively, accept and expend a grant of \$902,778, which excludes indirect costs, from the U.S. Department of Housing and Urban Development for supportive services and housing to mentally disabled clients; waiving indirect costs; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- i. File 146-94-13. [Grant - March of Dimes] Resolution authorizing Department of Public Health, Children's Unit, to apply for, retroactively, and accept and expend a grant of \$2,200, from the March of Dimes, to improve health outcomes to failure to thrive children in San Francisco; waiving indirect costs; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- j. File 146-94-14. [Grant - Federal] Resolution authorizing Department of Public Health, Bureau of Epidemiology & Disease Control, to apply for a grant of \$180,000, which includes indirect costs in the amount of \$27,500 based on 25% of salaries, from the Centers for Disease Control and Prevention, for Varicella Surveillance Research Project. (Department of Public Health)

ACTION:

- k. File 148-94-4. [Grant - Federal, Embarcadero Roadway Project] Resolution authorizing Director of Public Works to apply for, accept and expend Federal funds of up to \$14,752,000 from the Federal Highway Administration, waiving indirect costs, for construction of The Embarcadero Roadway Project. (Department of Public Works)

ACTION:

- l. File 150-94-2. [Federal Grant-Beach Chalet Restoration, Phase I] Resolution authorizing Recreation and Park Department to accept and expend funds in the amount of \$724,000 from the Intermodal Surface Transportation Efficiency Act for the Beach Chalet Restoration Phase I Project. (Recreation and Park Department)
(FISCAL IMPACT)

ACTION:

- m. File 94-91-8.9. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$50,000 for Fixed Facility, LRV Maintenance Equipment and Installation. (Public Utilities Commission)

ACTION:

- n. File 94-93-8.1. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$352,000 for the 19th Avenue Platform Improvements for the J-Church and M-Oceanview Lines. (Public Utilities Commission)

ACTION:

- o. File 94-91-4.12. [Release of Reserved Funds] Hearing requesting release of reserved funds, PUC, in the amount of \$1,734,100 for the 19th Avenue Platform Improvements for the J-Church and M-Oceanview Lines. (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 25-94-19. [Contracting Out of City Services] Hearing to consider a study of contracting out of City services to private contractors as it impacts minority and women City employees, and to further consider that there be no contracting out while the study is underway. (Supervisors Hallinan, Kennedy, Alioto, Shelley, Bierman)

ACTION:

3. File 27-94-8. [Airport, Airline Lease/United Air Lines, Inc.] Ordinance approving the early relinquishment of Lease no. 66-0171, for Plot 1C, between United Air Lines, Inc. and the City and County of San Francisco acting by and through its Airports Commission. (Airports Commission)

ACTION:

4. File 172-94-19. [Contract, Temporary Custody of Juvenile Ward] Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to enter into a contract with California Youth Authority for emergency custody of a juvenile ward of the Court from the County of San Francisco; providing for ratification of action previously taken. (Juvenile Probation Department)
(FISCAL IMPACT)

ACTION:

5. File 172-94-20. [Contract, Temporary Custody of Female Juveniles] Resolution approving a new contract for the 1994-95 contract year between San Francisco, Juvenile Probation Department, and the County of Santa Clara, Santa Clara County Probation Ranches, to provide for the placement of female juveniles. (Juvenile Probation Department)

ACTION:

6. File 93-94-14. [MOU, Police Officers Association, Local 911] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Police Officers Association, Local 911, for the ranks of Q-60 Lieutenant, Q-80 Captain, 0460 Police Commission Secretary, 0488 Commander and 0400 Deputy Chief for the period 7/1/94 through 6/30/95. (Employee Relations Division)
(FISCAL IMPACT)

ACTION:

7. File 93-94-15. [MOU, Police Officers Association, Local 911] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Police Officers Association, Local 911, for the ranks of Q-2 Police Officer, Q-20 Police Woman, Q-35 Assistant Inspector, 0308 Inspector, and Q-50 Sergeant for the period 7/1/94 - 6/30/95; see File 93-94-14. (Employee Relations Division)
(FISCAL IMPACT)

ACTION:

8. File 93-94-16. [MOU, Firefighters Union, Local 798, IAFF, AFL-CIO] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Firefighters Union, Local 798, IAFF, AFL-CIO for the period 7/1/94 - 6/30/95. (Employee Relations Division)
(FISCAL IMPACT)

ACTION:

9. File 64-94-9. [Amendment and Extension of Existing Real Property Lease] Resolution authorizing an amendment and extension of an existing lease of real property for the Department of Parking and Traffic. (Department of Parking & Traffic)

ACTION:

10. File 172-94-22. [Approval of Civic Center Management Contract] Resolution approving a contract with AMPCO Parking to manage the Civic Center Garage. (Department of Parking and Traffic)

ACTION:

11. File 172-93-4.2. [Family Mosaic Medi-Cal Capitation Contract Renewal] Resolution authorizing the Department of Health to renew a contract with the State Department of Health Services to continue a Medicaid/Mental Health Delivery System; see Files 172-93-4 & 172-93-4.1. (Department of Public Health)

ACTION:

12. File 30-94-11. [Managed Mental Health Care System] Resolution endorsing the development of a managed Mental Health Care System in San Francisco. (Department of Public Health)
(FISCAL IMPACT)

ACTION:

13. File 172-94-21. [Contract, Claims Submission/Reprocessing Services] Resolution approving the contract between the Department of Public Health and Health Management Systems, Inc. to provide electronic claims submission and retroactive claims reprocessing services. (Department of Public Health)
(FISCAL IMPACT)

ACTION:

14. File 172-93-24.1. [Consent to Relinquishment, Parcels Near I-280] Resolution consenting to State of California's relinquishment through its Department of Transportation to the City and County of San Francisco portions of State Right-of-Way in the vicinity of Route 280 between Plymouth Avenue and Justin Drive; see File 172-94-24. (Department of Public Works)

ACTION:

15. File 253-94-1. [Loan of Historical Materials] Resolution authorizing Director of Purchasing to loan property of historical or archival value to museums, libraries, schools or other organizations in San Francisco. (Purchasing Department)
(FISCAL IMPACT)
(Consideration continued from 6/7/94)

ACTION:

16. File 64-94-8. [Renewal of Lease, 1155 Market Street] Resolution authorizing a lease renewal at 1155 Market Street, for the Employee Retirement System. (Real Estate Department)

ACTION:

17. File 51-93-2.1. [Employee Claims] Hearing to consider claim of \$416.17, requested by James Ilnicki, Airports Commission, for reimbursement of personal property damaged in the line of duty. (Airports Commission)
(Consideration continued from 8/18/93)

ACTION:

18. File 51-94-1. [Employee Claims] Hearing transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty. (Various departments)

(January, 1994 - March, 1994)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This Motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

19. File 45-94-30. [Settlement of Litigation, Paul Stribling] Ordinance authorizing settlement of litigation of Paul Stribling against the City and County of San Francisco by payment of \$50,000. (Superior Court No. 951-399)

ACTION:

20. File 45-94-31. [Settlement of litigation, James Wong] Ordinance authorizing settlement of litigation of James Wong against the City and County of San Francisco by payment of \$35,000. (Superior Court No. 951-438). (City Attorney)

ACTION:

21. File 45-94-32. [Settlement of Litigation, Jin L. Wu] Ordinance authorizing settlement of litigation of Wu against the City and County of San Francisco by payment of \$8,500 (Municipal Court No. 67-525). (City Attorney)

ACTION:

22. File 45-94-33. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Wai Fan Chan Lo, Kenneth Lo against the City and County of San Francisco for \$20,000. (City Attorney)

ACTION:

23. File 45-94-34. [Settlement of Litigation, Stephanie Allen] Ordinance authorizing settlement of litigation of Stephanie Allen against the City and County of San Francisco by payment of \$20,000 (Superior Court No. 953-062). (City Attorney)

ACTION:

24. File 48-94-10. [Settlement of Claim, Laboyd Elder] Resolution approving the settlement of the unlitigated claim of Laboyd Elder by payment of \$11,000. (City Attorney)
- ACTION:
25. File 48-94-11. [Settlement of Claim, Can Chang Yang] Resolution approving the settlement of the unlitigated claim of Can Chang Yang by payment of \$8,250.00. (City Attorney)
- ACTION:
26. File 48-94-12. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Aviva Orner by payment of \$16,000. (City Attorney)
- ACTION:

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 17, 1994

TO: // Government Efficiency and Labor Committee
FROM: // Budget Analyst
SUBJECT: June 21, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 27-94-7

Department: Airports Commission, San Francisco International Airport (SFIA)

Item: Resolution authorizing the Airports Commission to apply for, accept and expend a grant for the CalTrain/San Francisco International Airport (SFO) Shuttle from the Bay Area Air Quality Management District (BAAQMD) to partially fund free shuttle services from the Milbrae CalTrain Station to the Airport under AB 434 funds, California Clean Air Act Legislation, for a second year of operation; waiving indirect costs.

Grant Amount: \$87,630 (20% of estimated total annual shuttle operation costs for 1995-96 of \$438,148)

Grant Period: February 7, 1995 - February 6, 1996

Source of Funds: Bay Area Air Quality Management District (BAAQMD)

Project: CalTrain/SFO Shuttle

Description: The proposed resolution would authorize the Airport to seek funds for the off-Airport portion of the CalTrain/SFO Shuttle from the BAAQMD for a second year of operations. According to the Airport, the shuttle is

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

intended to reduce traffic congestion at and near the Airport as well as improve air quality.

The free shuttle currently operates on weekdays between the Milbrae CalTrain Station and the Airport, and serves airline passengers and employees. Shuttle services began on February 7, 1994 and ridership has increased from approximately 100 patrons daily in February, 1994 to approximately 210 patrons daily in June, 1994.

The Airport has indicated plans to expand shuttle operations from weekday (Monday through Friday) to daily (7 days a week) service in 1995-1996. CalTrain is currently under contract with the Airport to operate the shuttle.

Grant Budget:

The estimated budget for the proposed 1995-96 shuttle operation is approximately \$438,148. A breakdown of the cost estimates for 1994-95 and 1995-96 shuttle operations are provided below.

Prior Grant Year	<u>1994-95</u>	Proposed Grant	<u>1995-96</u>
<u>Weekdays Feb-Oct</u>			
Daily Revenue Hours	33.05	Daily Revenue Hours	34.13
Cost/Revenue Hour	<u>\$34.00</u>	Cost/Revenue Hour	<u>\$37.00</u>
Daily Cost	\$1,123.70	Daily Cost	\$1,262.81
# Days	<u>x192</u>	# Days	<u>x257</u>
Annual Cost	\$215,750.40	Annual Cost	\$324,542.17
<u>Weekdays Nov-Feb</u>			
Daily Revenue Hours	33.05	Daily Revenue Hours	28.43
Cost/Revenue Hour	<u>\$35.70</u>	Cost/Revenue Hour	<u>\$37.00</u>
Daily Cost	\$1,179.89	Daily Cost	\$1,051.91
# Days	<u>x68</u>	# Days	<u>x108</u>
Annual Cost	\$80,232.18	Annual Cost	\$113,606.28
TOTAL COST	<u>\$295,982.58</u>	TOTAL COST	<u>\$438,148.45</u>

Required Match:

\$350,518 (80% of \$438,148) will be included in the Airport's 1995-96 budget. The Airport will continue to pay for 80% of the total shuttle operation costs from Airport revenues because 80% of the shuttle's operations take place on Airport premises.

Indirect Costs:

None (see Comment No. 2)

Comments:

1. The proposed resolution would provide grant funding for the off-Airport (not on Airport premises) portion of the shuttle operation. According to a memo from Mr. Lou Turpen, the Director of Airports, the on-Airport premises

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

portion of the shuttle will be funded by Airport revenues included in their annual budget. It is estimated that total shuttle operation costs for 1995-96 will be approximately \$438,148. Accordingly, off-Airport costs will be approximately \$87,630 (20% of \$438,148 - subject of the proposed grant) and on-Airport costs will amount to approximately \$350,518 (80% of \$438,148).

2. As previously noted, this grant is for the shuttle's second year of operation, from February 7, 1995 - February 6, 1996. Although the Airport intends to include the 80% of on-Airport costs (\$350,518) in its 1995-96 budget, this budget has not yet been prepared. However, the 80% (\$236,786) for on-Airport shuttle costs for 1994-95 have been included in the Airport's 1994-95 budget.
3. The Airport advises that indirect costs are not included as a part of the grant funds because the Airport already pays for City-wide administrative overhead costs through concession revenues. Therefore, the Airport is requesting that indirect costs for the proposed grant be waived.
4. Ms. Janice Gendreau of the Airport reports that while ridership has increased from 100 to 210 patrons daily in the five months since the shuttle's inception, the Airport projects that ridership will increase to approximately 600 patrons per day by the end of its first year of operations. Based on a demographic analysis of Airport employees and passengers, the most conservative estimate (using a 1% penetration rate) projects daily ridership of 860. Ms. Gendreau attributes the slow initial growth in ridership partly to the fact that the shuttle did not commence service until after the peak travel season in December, 1993 - January, 1994, so that the Airport did not have the opportunity to use a media campaign to introduce the service during a peak holiday travel time. Ms. Gendreau reports that the Airport has launched a large marketing effort for the peak summer travel season, which may boost ridership.
5. Although historical ridership growth does not clearly indicate demand for increased service (from weekday to daily), Ms. Gendreau believes that the lack of weekend (Saturday and Sunday) shuttle service has deterred potential patrons who are unable to use the shuttle in both directions (due to weekend travel), and therefore opt for other modes of transportation. Ms. Gendreau states that expanding service to seven days a week will help attract patrons and increase ridership.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

6. This grant request is a continuation grant, which has increased 46% from \$60,000 during the 1994-95 year to the proposed \$87,630. The total estimated annual budget for shuttle operations similarly increased approximately 48% from the 1994-95 year's estimated budget of approximately \$296,000 to the proposed \$438,148. Actual shuttle hours are planned to increase approximately 38%. The remainder of the budget increase is attributable to an increase in hourly costs.
7. It is not evident based on current trends that ridership will necessarily increase enough to warrant the planned increase in shuttle service and corresponding increase in annual costs. The Budget Analyst considers that the approval of expanded shuttle service is a policy matter for the Board of Supervisors.
8. The Airport has prepared a Disability Access Checklist which is in the file.
9. A Summary of Grant Request is attached.

Recommendation:

Since the Airports Commission intends to expand service beyond the current level approved by the Board of Supervisors prior to its first grant application, approval of the proposed resolution is a policy matter for the Board of Supervisors.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Airports Commission SFIA, Landside Operations

Contact Person: Janice V. Gendreau Telephone: 415 876-2158

Project Title: CalTrain-SFO Shuttle

Grant Source: BAAQMD AB 434 Funds

Proposed (New / Continuation) Grant Project Summary:

The Airports Commission authorized Airport staff to seek funds for the off-Airport portion of a CalTrain-SFO Shuttle. The grant application is for the second year of operation for the CalTrain-SFO Shuttle. BAAQMD awarded funding for the first year of operation. Shuttle service began on February 7, 1994.

This grant award does not compete for County-designated funds but for general funding eligible to public agencies.

Amount of Grant Funding Applied for: 20% of total shuttle operation

Maximum Funding Amount Available: unknown

Required Matching Funds: 80%, on-Airport portion

Number of Positions Created and Funded: N/A

Amount to be Spent on Contractual Services: N/A

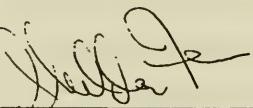
Will Contractual Services be put out to Bid? No

Term of Grant: One Year

Date Department Notified of Available funds: _____

Application Due Date: April 29, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):


Sheldon R. Fein

Department Head Approval
Assistant Deputy Director - Landside Operations

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-93-57.2

Department: Department of Public Health (DPH)
Division of Mental Health and Substance Abuse Services

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to the amount of \$700,000 which includes indirect costs in the amount of \$14,700, or approximately two percent of the total award, from the United States Department of Health and Human Services, Center for Mental Health Services and Center for Substance Abuse Treatment to evaluate the mental health and substance abuse service referral system for the homeless dually diagnosed.

Grant Amount: Up to \$700,000

Grant Period: October 1, 1994 to September 30, 1996 (Two Years).

Source of Funds: U. S. Department of Health and Human Services, Center for Mental Health Services and Center for Substance Abuse Treatment.

Project: Evaluation of the Mental Health and Substance Abuse Service Referral System for the Homeless Dually Diagnosed

Description: The Department of Public Health previously applied for and received grant funds for September 30, 1993 through August 31, 1994 to fund contract services to perform a demonstration program to document and evaluate services for screening, assessment and treatment of homeless persons who are mentally ill and are substance abusers (File No. 146-93-57.1, Resolution No. 60-94). The demonstration program was to include compilation and distribution of a manual to mental health providers City-wide. The manual would be used to ensure that the target population is referred to the appropriate mental health and drug rehabilitation providers. The program was also to include the development of tools to monitor the effectiveness of all treatment strategies.

The proposed resolution would authorize DPH to apply for grant funds to evaluate the effectiveness of the referral system established by the previous grant and to both assess treatment strategies and identify the most successful in order to effectively implement nationwide treatment plans for the homeless.

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

Budget: The following budget is for the two year period from October 1, 1994 to September 30, 1996.

<u>Department Overhead/Admin.</u>	<u>Annual</u>	<u>Total</u>
	\$8,500	\$17,000
Contract Services		
Research Personnel & Oversight	\$251,000	\$502,000
Equipment	2,000	4,000
Supplies	2,000	4,000
Travel	3,150	6,300
Facility Support, Equipment		
Maintenance and Subject Payments	40,000	80,000
Administration	<u>36,000</u>	<u>72,000</u>
Total Contract	\$334,150	\$668,300
Indirect Costs		
10% of Department Overhead/ Administration	\$850	\$1,700
2% of Contract Cost	<u>6,500</u>	<u>13,000</u>
Total Indirect Costs (Approximately 2% of the Total Grant Amount)	7,350	14,700
Total Costs	\$350,000	\$700,000

Required Match: None

Indirect Costs: \$14,700

Comments:

1. The application deadline for the proposed grant was June 17, 1994. Since DPH previously submitted an application for the proposed grant in order to meet this deadline, the proposed resolution should be amended to retroactively authorize DPH to apply for the grant.
2. The Department states that should the Center for Mental Health Services and the Center for Substance Abuse Treatment award funds to the City, the Department would submit a more comprehensive budget, including personnel detail, when it requests authorization to accept and expend the proposed grant.
3. A Summary of Grant Request form, as completed by the Department, is included.
4. The Disability Access Checklist has been completed by the Department, and is in the file.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

- Recommendations:**
1. Amend the proposed resolution to authorize the Department of Public Health to apply for the proposed grant retroactively.
 2. Approve the proposed resolution, as amended.

Funder: USDHHS/Ctr. for Mental Health Svcs.
 (CMHS) & Ctr. for Subst. Abuse Trtmt. (CSAT)

Contact Person: Barbara Lubran, M.P.H. et al.

Address: CSAT, Rockwall II, 10th Fl.

5600 Fishers Lane, Rockville MD 20857

Amount Requested: \$700,000

Term: From 10/1/94 To 9/30/96

Health Commission _____ Board of Supervisors: _____

Mental Health and
Division: Substance Abuse Services
Section: Community Substance Abuse Services
Contact Person: Wayne Clark, Ph.D.
Telephone: 255-3500
Application Deadline: June 17, 1994
Notification Expected: September, 1994

Finance Committee: _____
Full Board: _____

L. Item Description: Request to apply for a new allocation grant in the amount of \$700,000 from the federal Center for Mental Health Services and Center for Substance Abuse Treatment for the period of 10/1/94 to 9/30/96 to provide evaluation of the mental health and substance abuse service referral system for the homeless.

II. Summary: (Context/history; need addressed; number + groups served; services and providers.)

This is the second phase of a grant project for which the Department of Public Health applied and received funds (File No. 146-93-57.1 Res. No. 60-94) primarily to develop a comprehensive manual documenting the treatment referral system. This second phase allows the City to apply for funds to
 (Continued on Page 1b attached)

III. Outcomes/Objectives:

The grant project objective is to accurately assess treatment strategies from Phase 1 and identify the most successful in order to effectively implement nationwide treatment plans for the homeless.

IV. Effects of Reduction or Termination of These Funds:

Should funds be reduced or terminated, the project would be proportionately reduced or terminated.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/ Original	Col. C Proposed (2 Years)	Col. D Change	Req. Match	Approved by
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Grant Amount	N/A	N/A	700,000	N/A	N/A
Personnel			17,000		
Equipment			0		
*Contract Svc.			668,300		
Mat. & Supp.			0		
Facilities/Space			0		
Other/Admin.			0		
Indirect Costs			14,700		

VI. Data Processing

(costs included above) _____ 0 _____

VII. Personnel

F/T CSC	0
P/T CSC	1
Contractual	6

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Projected CSC employees are already budgeted 100% in the Department's genl. fund budget. Receipt of grant funds would reduce general fund portion and divert the difference to salary savings.

Will grant funded employees be retained after this grant terminates? If so, How?

No; contractual employees will be advised that their services will terminate at the end of the project.

VIII. Contractual Services: Open Bid _____ Sole Source XXX (if sole source, attach Request for Exemption Form)

*A sole source contract award is projected to the current provider should funds be awarded. A sole source exemption form will be submitted with the request to accept and expend funds later.

est to apply for a new allocation grant in the amount of \$700,000 from the USDIHHS/Center for Mental Health Services and Center for Substance Abuse Treatment for the period of 10/1/94 to 9/30/96 to provide evaluation of the mental health and substance abuse homeless outreach project.

age 2

Summary (Continued from First Page)

aluate the effectiveness of treatment approaches and interventions for the target population.

sed on the total funds available and number of potential applicants, the Department has determined that it could apply for approximately \$350,000 per year, or \$700,000 for a two year maximum project award. An estimated budget is as follows:

Department Overhead/Admin. \$8,500

PH/DMS 10% indirect rate on personnel 850

contractual

Research personnel & oversight 251,000

Equipment 2,000

Supplies 2,000

Travel 3,150

Facility support, eqpmt. maint. &

Subject payments 40,000

Administration 36,000

Total Contractual 334,150

PH/DMS 2% indirect rate on contractual: 6,500

Estimated Total 1st year: \$350,000

suming similar expenses for year 2, the total application amount will approximate \$700,000 for two years.

order to meet the Board's deadline for calendaring this item before the CMHS/CSAT application deadline, the Department is unable to submit a detailed budget at this time. Furthermore, such a budget would not match a lower award amount.

ould CMHS/CSAT award funds to the City, the Department will request permission from the Health Commission and Board of Supervisors to accept and expend them. A detailed budget would be provided at that time.

Memo to Government Efficiency and Labor Committee
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Item 1c - File 146-94-7

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a grant of \$47,760 and a required match of \$11,940 (based on 20% of direct costs) from the State of California, Department of Transportation (CALTRANS) for handicapped transportation services to the residents of San Francisco; waiving indirect costs.

Grant Amount: \$47,760

Source of Funds: State of California, Department of Transportation (CALTRANS)

Project: Handicapped Transportation Services for the Adult Day Health Center (ADHC) at Laguna Honda Hospital

Description: Laguna Honda Hospital's Adult Day Health Center provides services to the elderly in the communities near Laguna Honda Hospital (including the Outer Richmond, Sunset, Park Merced and Stonestown areas). The ADHC provides its clients with physical, occupational and speech therapy, nursing and social services, meals, and a program of activities designed to stimulate physical and mental activity. The Center serves approximately 47 clients per day, and clients spend a minimum of four hours per day at the Center. The ADHC provides transportation to approximately 40 of these clients per day to and from the Center to clients' residences.

Many clients at ADHS have physical limitations and need to be transported in a specially modified vehicle that can accommodate wheelchairs. At this time, the Center has five existing vans, but the Center reports that at least two of these vehicles are quite old and require frequent and costly repairs. This grant would fund a new van to replace one of the old vans, which would be kept as a "reserve" vehicle in the event any of the other vans were temporarily out of commission. In addition, demand for day health transportation services is expected to increase with the opening of a new Alzheimer's Center at the ADHS scheduled for September, 1994.

The funds requested under this grant would be used exclusively for the purchase of one new small van with a fully automated wheelchair lift and a mobile radio. Drivers for the ADHC vans are supplied by the Paratransit Broker, and paid for with MUNI and PUC funds. The ADHC has

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staff members with Class B (van) licenses, but they are only used to drive a van in the case of an emergency.

Budget: \$59,700 (\$56,000 for the van and \$3,700 for the mobile radio). This includes the proposed grant of \$47,760 plus a required match of \$11,940.

Required Match: \$11,940 (20% of direct costs of \$59,700)

Indirect Costs: None (See Comment No. 4)

Comments: 1. Ms. Linda Karpawich of the ADHC reports that there would be no additional cost for insurance for the new van, as the ADHC is self-insured as part of the DPH. In addition, Ms. Karpawich believes that maintenance costs would be lower on a new van than the current maintenance costs of the old van.

2. Ms. Karpawich reports that there is an 18 to 24 month lag time between the approval of this type of grant and the delivery of a van to ADHC, as CALTRANS actually purchases the van then gives it to ADHC. In 1992, ADHC received a similar grant for a van, and the Center expects to receive that van from CALTRANS by September 1994. This previously requested van will replace one of the two oldest vans.

3. The Center will be expected to pay CALTRANS the \$11,940 of matching grant funds six months prior to the delivery of the new van. ADHC has included these funds in its 1994-95 budget.

4. It is the policy of CALTRANS, the funding agency, to allow no indirect costs on this grant.

5. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant.

6. The DPH has prepared a Disability Access Checklist for the proposed grant which is in the file.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Department of Transportation (Caltrans)
 Contact Person Bob Gomez
 Address P. O. Box 23660
Oakland, CA 94623-0660
 Amount Requested \$ 47,760
 Term: From _____ To _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to apply for (accept and expend) a (new) continuation (allocation) reimbursement grant in the amount of \$47,760 from the period of _____ to _____ to provide transportation services.
 (Circle appropriate words)

II. Summary: (Concerns history, need addressed, number & groups served, services and providers)
 The Adult Day Health Service at Laguna Honda Hospital provides services to the elderly in the community, including picking up and dropping off clients at their homes and providing a program of activities at the Center designed to provide physical and mental stimulation. Many of the client population have physical limitations such that a specially modified vehicle which can transport people in wheelchairs is necessary.

III. Outcomes/Objectives:
 The funds requested under this grant will be used exclusively in the purchase of a new small bus with fully automated wheelchair lift and a mobile radio. The existing vans are old and nearing the end of their useful life and need for day health transportation services is expanding.

IV. Effects of Reduction or Termination of These Funds:
 If these funds are not awarded, Laguna Honda Hospital will be unable to purchase this bus and vital services to the elderly and handicapped in the community will be curtailed.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>47,760</u>		<u>11,940</u>	
Personnel			<u>N/A</u>		<u>N/A</u>	
Equipment			<u>47,760</u>		<u>11,940</u>	
*Contract Svc.			<u>N/A</u>		<u>N/A</u>	
Mat. & Supp.			<u>N/A</u>		<u>N/A</u>	
Facilities/Space			<u>N/A</u>		<u>N/A</u>	
Other			<u>N/A</u>		<u>N/A</u>	
Indirect Costs			<u>N/A</u>			

VI. Data Processing

(Costs included above) _____ N/A _____ N/A _____

VII. Personnel

F/T CSC		<u>N/A</u>		<u>N/A</u>
P/T CSC		<u>N/A</u>		<u>N/A</u>
Contractual		<u>N/A</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
N/A

VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
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Item 1d - File 146-94-8

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Central Administration Emergency Services (EMS) Agency, to apply for retroactively and, accept and expend a grant of \$50,540, which includes indirect costs in the amount of \$5,541, based on 25% of personnel costs, excluding fringe benefits, from the State Emergency Medical Services Authority, to provide for the development of a grief support training program for prehospital personnel, providing for ratification of action previously taken.

Grant Amount: \$50,540

Grant Period: June 24, 1994 through June 25, 1995

Source of Funds: State Emergency Medical Services (EMS) Agency

Project: Grief Support Training Program for Prehospital Personnel

Description: The proposed grant would fund the development and implementation of a Grief Support Training Program for prehospital (i.e. fire fighters, emergency medical technicians and paramedics) personnel.

The DPH reports that the San Francisco EMS Agency allows prehospital personnel, under specific clinical criteria, to determine death in the field and to recognize "Prehospital Do Not Resuscitate" directives. According to the DPH, the EMS Agency responds to approximately 100 cardiac arrest cases per month where patients are determined to be dead in the field. Because of this policy, prehospital personnel are often responsible for notifying the family and/or significant others that a death has occurred and for providing initial support to the family members. The DPH reports that EMS personnel currently are not provided formal training in grief support techniques.

The DPH advises that the proposed resolution would enable the EMS Agency, in cooperation with the fire department and ambulance providers, to develop and implement a grief support training program. The program would consist of line supervisors receiving a minimum of two sessions with grief support trainers. Initial and follow-up surveys assessing the impact of grief support training would be conducted. Additionally, the EMS Agency proposes to establish a

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prehospital ethics committee which would provide a forum for prehospital personnel to discuss difficult cases with peers and medical ethics experts.

According to the DPH, the objectives of the proposed project are as follows: 1) to identify appropriate personnel to become grief counselors, 2) to review and modify grief counselor training materials for San Francisco, 3) to provide initial training to grief counselors, 4) to provide ongoing support for grief counselors, 5) to produce a standard curriculum for Statewide training of EMS personnel in grief counseling, 6) to evaluate training needs and to provide training and 7) to explore the feasibility of conducting sessions to discuss difficult cases through a formal ethics committee.

Budget:

<u>Personnel</u>	<u>FTE</u>	
Project Director	.05	\$3,487
EMS Specialist	.25	16,203
Clerk	.10	3,022
Sr. Accountant	<u>.10</u>	<u>4,451</u>
Subtotal Salaries	.50	\$27,163
Fringe Benefits		<u>4,587</u>
Subtotal Personnel		\$31,750
<u>Subcontractual Services</u>		
The Access Group		12,000
Indirect Costs (25% of salaries)		<u>6,790</u>
Total Project Budget		\$50,540

Required Match: None

No. of Persons Served: 32 people; 16 fire personnel and 16 ambulance personnel

Indirect Costs: \$6,790 (25% of salaries)

Comments:

1. The DPH reports that The Access Group is a non-profit organization which specializes in prehospital Grief Counseling. Costs for the subcontract total \$12,000 based on two, four-hour training sessions for 32 students (16 fire personnel and 16 ambulance personnel) x \$375 per student.
2. According to the DPH, the EMS Agency was notified on December 21, 1993 of a February 18, 1994 deadline from this

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funding source. However, the DPH reports that due to the large number of applications being prepared and an emergency absence of the primary staff person preparing this resolution, the apply for clause is retroactive. The DPH advises that no expenses have been incurred.

3. A copy of the Summary Grant Request, prepared by DPH for the proposed grant, is attached.

4. A Disability Access Checklist for this project is included in the file.

Recommendation: Approve the proposed resolution.

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Grantor State EMS Authority
 Contact Person Michele Rains
 Address 1930 9th Street Suite 100
Sacramento CA 95814
 Amount Requested \$ 50,540
 Term: From 06/24/94 To 06/25/95
 Health Commission 03/15/94

Division Central Administration
 Section Emergency Medical Services Agency
 Contact Person Abbie Yant
 Telephone 554-9970 --
 Application Deadline February 18, 1994
 Notification Expected May 1, 1994
 Board of Supervisors: Finance Committee
Full Board

I. Item Description: Request to apply for/accept and expend a (new)-(continuation) (allocation)-(augmentation to a) grant in the amount of \$50,540 from the period of 06/24/94 to 06/25/95 to provide the development of a Grief Support Training Program. services.
 (Circle appropriate words)

II. Summary: (Community need addressed; number + groups served; services and providers)

This grant will fund the Access Group to develop and implement a Grief Support Training Program for prehospital personnel.

III. Outcomes/Objectives:

1. Develop training materials specific for San Francisco EMS.
2. Select and train Grief Support Counselors.
3. Produce a training curriculum for Statewide use.

IV. Effects of Reduction or Termination of These Funds:

Without these funds, we will not be able to implement a Grief Support Training Program.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$50,540			
Personnel			31,750			
Equipment						
Contract Svc.			12,000			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			7,790	-		

VI. Data Processing

(Costs included above)

VII. Personnel

F/T CSC			0.5		
P/T CSC					
Contractual			0.25		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid _____ Sole Source X (If sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

Item 1e - File 146-94-9

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to accept and expend retroactively a grant up to the amount of \$585,610 which excludes indirect costs from the State of California, Office of Traffic Safety for substance abuse prevention to youth in San Francisco schools; waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: Up to \$585,610

Grant Period: Three years; retroactively from December 15, 1993 through December 14, 1996.

Source of Funds: State of California, Office of Traffic Safety

Project: The Youth Leadership Institute's Friday Night Live and Club Live Programs, programs to educate students on the risks of drinking and driving.

Description: In April, 1993, the Board of Supervisors approved Resolution No. 295-93 which authorized the DPH to apply for the subject grant (File 146-93-13). The proposed resolution would authorize the DPH to accept and expend a grant of up to \$585,610 to provide substance abuse outreach, prevention, education and information services in conjunction with traffic safety education and reinforcement by contract with the Youth Leadership Institute, Inc., a non-profit agency, which provides these services to youth in middle and high schools through its Club Live and Friday Night Live programs. The Club Live program is a peer program designed to prevent alcohol, drug, and tobacco use among young people through the use of chapter meetings, assemblies, leadership conferences and community action. The Statewide Club Live program was established in July 1991 to provide the Friday Night Live program model to middle and high school youths. The Friday Night Live program is also a peer program designed to prevent alcohol and drug use among teenagers. However, unlike the Club Live Program, the Friday Night Live Program targets high risk teenagers who use alcohol or drugs on a regular basis.

Under the terms of the State's Request-for-Applications for the proposed grant, any qualified agency (i.e. the Youth Leadership Institute) may apply for funds. However, such

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application must be made through the City's DPH/Community Substance Abuse Services (CSAS). Therefore, for the proposed grant, the CSAS is the "co-applicant" for the Youth Leadership Institute. This relationship is formalized by the City contracting with the actual grantee, Youth Leadership Institute, Inc.

The DPH advises that the Youth Leadership Institute's activities include community service projects, leadership training to stop illegal liquor sales to minors, prevention of drinking and driving, and alternative activities such as dances, comedy nights, and baseball games. The proposed grant, according to the DPH, would expand these activities in San Francisco's middle and high schools by setting up new Club Live and Friday Night Live Chapters by outreach coordinators and volunteer campus advisors.

The following budget is for the three year period from December 15, 1993 through December 14, 1996.

Budget:	<u>DPH Personnel</u>	<u>FTE</u>	<u>3-Year Cost</u>
	Project Director	.30	\$22,873
	Fringe Benefits @ 13.4%		<u>3,061</u>
	Total DPH Personnel	.30	\$25,934
	<u>Subcontract Services (Youth Leadership Institute)</u>		
	<u>Personnel</u>	<u>FTE</u>	
	Project Supervisor	.25	\$37,774
	Project Coordinator	1.00	115,728
	Assistant Coordinator	1.00	86,802
	Project Secretary	1.00	88,872
	Fringe Benefits @ 20%		<u>65,833</u>
	Subtotal Personnel	3.25	395,009
	<u>Travel Expense</u>		
	In-State Travel		34,000
	<u>Contractual Services</u>	<u>FTE</u>	
	Administrative Assistant	.15	\$11,319
	Student Interns		<u>37,741</u>
	Subtotal Contractual Services	.15	49,060

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<u>Equipment</u>	
2 Computer Stations @ \$5,000 each*	\$10,000
2 Typewriters @ \$600 each	<u>1,200</u>
Subtotal Equipment	11,200
<u>Other Expenses</u>	
Office Supplies	\$17,000
Reproduction	7,000
Promotional Items	27,364
Equipment Maintenance	3,043
Transportation	<u>16,000</u>
Subtotal Other Expenses	<u>70,407</u>
Project Total	\$585,610

*Each computer station includes computers, printers, modems, and monitors.

Required Match: None

No. of Persons Served: 14,000 high school and middle school students

Indirect Costs: It is the policy of the funding agency to not allow indirect costs on this grant. However, the State allowed an allocation of \$25,934 (approximately 5% of \$559,676 in direct costs) for a portion of a City position (DPH Project Director plus fringe benefits) responsible for monitoring this grant.

Comments: 1. The DPH reports that expenditures have been incurred against the proposed grant funds. As such, the proposed legislation provides for ratification of action previously taken.

2. A contract would be awarded to Youth Leadership Institute (YLI) located in Marin because, according to the DPH, the DPH originally had an "apply for" and sole source contractor request from the YLI which was approved by the Board of Supervisors in April, 1993. According to the DPH, the Health Commission has since questioned awarding these grant funds for a three-year term to a contractor located outside of the City (YLI is in Marin County although the program's activities are in San Francisco). The DPH advises that the Commission approved a modification to YLI's contract for one year (one third of the grant amount) with the understanding that the DPH will ask the State Office of Traffic Safety (OTS) to allow the DPH to identify a San Francisco based contractor to provide the services for the last two years of the grant period.

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Should the OTS allow the DPH to do so, according to the DPH, the projected City personnel costs will remain the same and the remaining costs would approximate the above proposed YLI budget. If the OTS should deny the request, the DPH reports that it will request a continuation of the YLI's contract for the full three-year grant term.

3. The Summary of Grant Request, as prepared by the DPH, is attached to this report.

4. The DPH has prepared a Disability Access Checklist for the proposed grant program which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor: State of California, Office of Traffic Safety

Contact Person: Arthur L. Andersen
Address: 7000 Franklin Blvd. Ste. 440
Sacramento, CA 95823

Amount Requested: \$585,610

Term: From 12/15/93 To 12/14/96

Health Commission _____ Board of Supervisors:

Mental Health and

Division: Substance Abuse Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Application Deadline: N/A

Notification Expected: N/A

Finance Committee:

Full Board: _____

I. Item Description: Request to accept and expend a new allocation grant in the amount of \$585,610 from the period of 12/15/93 to 12/14/96 to provide substance abuse prevention services to youth in San Francisco schools.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

Youth Leadership Institute (YLI) approached the Department of Public Health to sponsor its application for a state OTS grant to provide substance abuse prevention services to students in San Francisco schools. These services were to be provided through its "Friday Night Live" and "Club Live" programs
(Continued on Page 1b Attached)

III. Outcomes/Objectives:

Establish Friday Night Live chapters in 22 high schools to reach 7,000 students and Club Live chapters in 18 middle schools to reach 7,000 students by September, 1996

IV. Effects of Reduction or Termination of These Funds:

Should these state funds be terminated or reduced, services provided through this contractor will be terminated or proportionately reduced.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/ Original	Col. C Proposed	Col. D Change	Req. Match	Approved by
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Grant Amount	N/A	N/A	585,610	N/A	N/A
Personnel			25,934		
Equipment			0		
*Contract Svc.			559,676		
Mat. & Supp.			0		
Facilities/Space			0		
Other/Admin.			0		
Indirect Costs			0		

VI. Data Processing

(costs included above) 0

VII. Personnel

F/T CSC	0
P/T CSC	.20
Contractual	3.40

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

One 2591 Health Program Coordinator II position is funded 20% by this grant; the remainder of this salary is paid through DUI (driving under the influence) funds paid to the Department by various DUI programs as a condition of monitoring/administering the programs.

Will grant funded employees be retained after this grant terminates? If so, How? The City receives enough DUI revenues to fund the 2591 HPC II position 100%. The contractor has been advised that services will terminate when the project ends, or should the State OTS discontinue funding.

*VIII. Contractual Services: Open Bid _____ Sole Source XXX (if sole source, attach Request for Exemption Form)

Government, Efficiency and Labor Committee

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Item 1f - File 146-94-10

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend an allocation of up to \$560,000, which includes indirect costs in the amount of \$99,000 based on approximately 18 percent of the total award, from the State Department of Health Services, State Legalization Impact Assistance Grant (SLIAG).

Amount: Up to \$560,000

Time Period: July 1, 1992 to June 30, 1993

Source of Funds: State Legalization Impact Assistance Grant (SLIAG)

Project: SLIAG Funded Health Care

Description: The proposed resolution would authorize the DPH to accept and expend up to \$560,000 in SLIAG funds for unreimbursed public health services provided to persons who are legalized pursuant to the provisions of the Immigration Reform and Control Act (IRCA) of 1986. This allocation is a reimbursement for services provided in FY 1992-93. The State allocates SLIAG funds based on the State's estimates of the number of legalized aliens residing in San Francisco and not on the actual services delivered. This allocation did not require an application from the City.

Indirect Costs: \$99,000 or approximately 18 percent of the total grant award

Comments: 1. Attached is a copy of the "Summary of Grant Request" form as completed by the DPH.

2. The proposed allocation of \$560,000 is \$263,196 or approximately 32 percent less than DPH's SLIAG allocation in FY 1991-92 of \$823,196.

3. According to Ms. Nini Leigh of the DPH, the proposed allocation is for FY 1992-93, or two years ago, because the State delays its SLIAG allocations to the counties pending receipt of Federal funds.

4. The Disability Access Checklist, which was prepared by DPH, is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor State Dept. of Health Services
 Contact Person Peter Abbott, M.D.
 Address 713/744 "P" Street
Sacramento, CA 95814
 Amount Requested \$ 560,000
 Term: From 7/1/92 To 6/30/93

Division CPHS
 Section Administration
 Contact Person Robert Prentice
 Telephone 554-2620
 Application Deadline N/A
 Notification Expected N/A

Health Commission _____ Board of Supervisors: Finance Committee _____
 _____ Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of \$ 560,000 from the period of 7/1/92 to 6/30/93 to provide SLIAG - funded health care services.

II. Summary: (Community; Rec'd address; number & groups served; services and providers)

This allocation would reimburse the county for otherwise unreimbursable costs of health care for persons legalized under provision of the Immigration Reform and Control Act (IRCA). Funds are allocated not by actual services delivered but by State estimates of the number of legalized aliens for San Francisco.

III. Outcomes/Objectives:

A broad range of public health services are provided to newly legalized persons.

IV. Effects of Reduction or Termination of These Funds:

The Department would reduce services but specific reductions are unidentified at this time.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$700,000	*\$823,196	* \$560,000	(\$263,196)	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing

(not included above)

VII. Personnel

F/T CSC	13	13	10	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

NO

VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Expression Form)

* Precise figures will be available only after reports are completed and filed.

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Item 1g - File 146-94-11

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, retroactively, and accept and expend a grant of \$75,000, which includes indirect costs in the amount of \$7,240, based on 25% of salary costs from the State Emergency Medical Services Agency, to provide for the continuing development of the Emergency Medical Services Agency Data Linkage Project, providing for ratification of action previously taken.

Grant Amount: \$75,000

Grant Period: June 24, 1994 through June 25, 1995.

Source of Funds: State Emergency Medical Services (EMS) Agency

Project: EMS Agency Data Linkage Project

Description: The proposed resolution would authorize the Department of Public Health, Central Administration, EMS Agency, to retroactively apply for, and accept and expend a second year grant from the State EMS Authority. The proposed grant would provide second year funding for the continued development of the EMS database which links medical dispatch, field care and hospital outcome data.

The DPH reports that the initial funding of the Data Linkage Project provided for the start-up costs of developing, designing, and implementing an EMS data system which links dispatch, field, and hospital outcome data. Databases including the trauma registry, base hospital, fire dispatch and 911 dispatch have been examined as to long term feasibility for linkage into a comprehensive EMS database.

The proposed grant would fund Phase Two of the Data Linkage Project. During Phase Two, the EMS Agency advises that the project will be evaluated to identify system enhancements and that report design and evaluation will be in compliance with State EMS data requirements.

Memo to Government Efficiency and Labor Committee
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Budget:	Personnel	FTE	
	MIS Specialist	.6	\$24,510
	Sr. Accountant	<u>1</u>	<u>4,451</u>
	Subtotal Salaries	.7	\$28,961
	Fringe Benefits @ 19%		<u>5,502</u>
	Total Personnel		\$34,463
	Equipment		
	2 Computers		5,000
	Operating Expenses		
	Supplies		\$3,297
	Contractual*		25,000
	Indirect Costs @ 25% of salaries		<u>7,240</u>
	Subtotal Operating Expenses		<u>35,537</u>
	Total		\$75,000

*Ms. Abbie Yant of the EMS Agency reports that the contractual services will continue to be provided by Informatix.

Required Match: No

No. of Persons Served:

The DPH advises that all San Francisco emergency service providers would use the proposed database and the general population of San Francisco would benefit from the database.

Indirect Costs: 25% of salary costs.

Comments:

1. The DPH reports that the EMS Agency was notified on December 21, 1993 of a February 18, 1994 application deadline from this funding source. However, according to the DPH, due to the large number of applications being prepared and an absence of the primary staff person preparing this resolution, the apply for portion of this proposed resolution is submitted to the Board of Supervisors for approval retroactive to the February 18, 1994 deadline. The DPH advises that no expenses have been incurred.
2. The proposed grant of \$75,000 is \$26,785, or 56 percent greater than the previous grant of \$48,215.
3. A copy of the Summary Grant Request, prepared by DPH for the proposed grant, is attached to this report.

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BUDGET ANALYST

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4. A Disability Access Checklist for this project is on file with
the Clerk of the Board.

Recommendation: Approve the proposed resolution

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State EMS Authority Division Central Administration
 Contact Person Michele Rains Section Emergency Medical Services Agency
 Address 1930 9th Street Suite 100 Contact Person Abbie Yant
Sacramento CA 95814 Telephone 554-9970
 Amount Requested \$ 5 Application Deadline February 18, 1994
 Term: From 06/24/94 To 06/25/95 Notification Expected May 1, 1994
 Health Commission 03/15/94 Board of Supervisors: Finance Committee _____
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) a grant in the amount of \$75,000 from the period of 07/01/94 to 06/30/95 to provide continuing development of the EMS Agency Data services Linkage Project.

II. Summary: (Cover history; need addressed; number & groups served; services and providers)

This grant will provide second year funding for the continued development of the EMS database which links medical dispatch, field care and hospital outcome data.

III. Outcomes/Objectives:

1. Increase core database to include data from private providers.
2. Evaluate system and clinical reports.
3. Design outcome reports and measures.

IV. Effects of Reduction or Termination of These Funds:

Without these funds, the EMS Agency will not be able to maintain and enhance EMS database.

V. Financial Information:

Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>\$48,215</u>	<u>\$75,000</u>	<u>+ \$26,785</u>		
Personnel	<u>22,809</u>	<u>34,463</u>	<u>+ 11,654</u>		
Equipment	<u>5,698</u>	<u>5,000</u>	<u>- 698</u>		
Contract Svc.	<u>10,000</u>	<u>25,000</u>	<u>+ 15,000</u>		
Mat. & Supp.		<u>3,297</u>	<u>+ 3,297</u>		
Facilities/Space					
Other	<u>6,000</u>		<u>- 6,000</u>		
Indirect Costs	<u>3,708</u>	<u>7,240</u>	<u>+ 3,532</u>		

VI. Data Processing

(Enter included above) \$15,698 \$30,000 + 14,302 _____

VII. Personnel

F/T CSC				
P/T CSC				
Contractual	<u>0.5 FTE</u>	<u>0.7 FTE</u>	<u>0.2 FTE</u>	
	<u>0.2 FTE</u>	<u>0.5 FTE</u>	<u>0.3 FTE</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?
 No

VIII. Contractual Services: Open Bid X Sole Source _____ (If sole source, attach Request for Exemption Form)

Memo to Government Efficiency and Labor Committee
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Item 1h - File 146-94-12

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for retroactively, accept and expend a grant for \$902,778, which excludes indirect costs, from the United States Department of Housing and Urban Development for supportive services and housing to mentally disabled clients; waiving indirect costs; providing for ratification of action previously taken.

Grant Amount: \$902,778 for three years, or \$300,926 per year.

Grant Period: Three years; retroactively from January 1, 1994 through December 31, 1996.

Source of Funds: United States Department of Housing and Urban Development

Project: Supportive Housing Services Program

Description: The proposed resolution would authorize the DPH to apply for retroactively, and accept and expend a renewal grant for Supportive Housing Programs. The U.S. Department of Housing and Urban Development issues grants for Supportive Housing Programs. The Division of Mental Health and Substance Abuse Services (DMS) reports that the proposed funds would be used to continue the operation of the Dolores Hotel, one of five hotels operated by Conard House Inc., a non-profit organization, which provides supportive services and housing to mentally disabled homeless clients. The DMS reports that the primary objective of the Supportive Housing Program is to aid homeless mentally ill adults or those mentally ill adults in danger of becoming homeless.

DMS reports that it currently has a need for many long-term stable community living situations for many of its clients. These clients have been in various 24-hour treatment facilities including hospital inpatient and community residential halfway house programs. The DMS reports that these types of clients are ready to return to independent community living if they have supported services to assist them in their living situations. The DMS advises that it is essential to provide community-based, supported independent services and housing for these clients.

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According to the DMS, approximately 50 percent of clients who benefit from the Dolores Hotel are from the Mission, Tenderloin, and South of Market areas of San Francisco. The DMS reports that many of these clients have been discharged from residential programs back to various living situations without support, which have not worked out resulting in many clients being displaced, homeless, and re-hospitalized.

The following budget is for the proposed three year period from January 1, 1994 through December 31, 1996:

Budget:

Contractual Services*

Operating Expenses

Rent	\$214,665
Telephone	3,750
Insurance	3,225
Repairs and Maintenance	3,675
Office Supplies/Postage/ Printing	<u>6.826</u>

Subtotal Operating Expenses \$232,141

Supportive Services Expenses

7 On-site Case Managers	\$510,120
Fringe Benefits @ 23%	<u>117,528</u>

Subtotal Supportive Services 627,648

Administrative Expenses @

5% of Operating Expenses	
plus Supportive Services Expenses	<u>42,989</u>

Total \$902,778

*Conard House, Inc. - Dolores Hotel

Required Match: 100%, of the total grant amount of \$902,778 included in the DPH's FY 1994-95 budget.

No. of Persons Served: 120 homeless or potentially homeless persons.

Indirect Costs: None. The grantor does not allow for indirect costs.

Comments: 1. The DPH advises that it has submitted an application to the grantor for these funds. Therefore, the proposed resolution provides for the retroactivity of the "apply for."

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BUDGET ANALYST

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2. Ms. Janet Dacanay of the DPH reports that approximately \$150,463 in expenses have been obligated since January 1, 1994 but not yet paid. Therefore, the proposed resolution also provides for ratification of these actions previously taken.
3. However, the title of the proposed resolution is incorrect. The title should be amended to provide for the retroactivity of acceptance and expenditure, in addition to retroactivity for the "apply for" provision.
4. The Disability Access Checklist is on file with the Clerk of the Board.
5. The "Summary of Grant Request," as prepared by DPH, is attached.

Recommendation: 1) Amend the title of the resolution to include the provision for retroactivity of the "accept and expend" clause.

2) Approve the proposed resolution, as amended.

Grantor: U.S. Department of Housing
and Urban Development

Division: Mental Health and Substance
Abuse Services

Contact Person: Marty Mitchell

Section: Mental Health

Address: 450 Golden Gate Avenue
San Francisco, CA 94102

Contact Person: Monique Zmuda
Telephone: 255-3403

Amount Requested: \$902,778

Application Deadline: 12/2/93

Term: From 1/1/94 To 12/31/96

Notification Expected:

Health Commission

Board of Supervisors: Finance Committee
Full Board

I. Item Description: Request to apply for retroactively, accept and expend a continuation grant in the amount of \$902,778 for the period of 1/1/94 to 12/31/96 to provide supporting housing services.

II. Summary:

The U.S. Department of Housing and Urban Development issued a Renewal Grant Application for Supportive Housing Programs. The Division of Mental Health and Substance Abuse Services (DMS) is applying to continue funding the Conard House Dolores Hotel which provides supportive services and housing to mentally disabled homeless clients.
(continued on Page 1b attached)

III. Outcomes/Objectives:

The primary goal is to aid homeless mentally ill adults or those mentally ill adults in danger of becoming homeless.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds, should they be awarded, would result in termination of supportive housing services to homeless mentally ill clients in San Francisco.

V. Financial Information:

Grant Amount	Col. A	Col. B	Col. C	Col. D	Req. Match Approved by
	Two Years Ago	Past Yr/Orig.	Proposed	Change	
Personnel			902,778		
Equipment					
Contract Svc.			902,778		
Mat. & Supp.					
Facilities/Space					
Other					
Indirect Costs					
<u>VI. Data Processing</u>					
(costs included above)					
<u>VII. Personnel</u>					
F/T CSC					
P/T CSC					
Contractual			Unknown		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

No, all personnel will be advised of the temporary nature of these positions.

*VIII. Contractual Services: Open Bid _____ Sole Source _____(if sole source, attach Request for Exemption Form)
Contractor was approved for a multi-year contract to provide these services for the period June 1, 1993 through July 31, 1997.

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Item 1i - File 146-94-13

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Children's Unit, to apply for retroactively, and accept and expend a grant of \$2,200, from the March of Dimes, to reduce infant mortality in high risk populations in San Francisco through providing a seminar on intervention methods; waiving indirect costs; providing ratification of action previously taken.

Grant Amount: \$2,200

Source of Funds: March of Dimes

Project: Seminar on "Failure to Thrive" Interventions

Description: The proposed resolution would authorize the Department of Public Health, Children's Unit, to apply for retroactively a grant from the March of Dimes for a seminar on "Failure to Thrive" interventions. The grant would reimburse presenters from the National Center for Clinical Infant Programs, Washington D.C., for travel and accommodations in San Francisco. The seminar is designed to enhance observation and intervention skills of providers using a multi-disciplinary approach to reduce the infant mortality in high risk populations, and is tentatively scheduled for September or October 1994.

The target population is high risk infants who are low birth weight and are referred to public health nurses from a variety of sources. In 1990, 6.75% of infants in San Francisco were low birth weight (under 1,500 grams), which was higher than the state average. "Failure to Thrive" is a term applied to infants who show a striking lag in growth -- which is most often caused by nutritional deprivation (which may be a sign of poverty, child abuse, or other family problems).

To date, there has been no training on interventions utilizing an interdisciplinary model, which promotes the cooperation between physicians, public health nurses, nutritionists, early childhood interventionists, and health workers, in this community. This seminar will provide training for public health nurses who work throughout San Francisco's district health centers. Each district has an identified census tract of low birth weight infants who are at risk for Failure to Thrive.

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The seminar is a collaboration between the San Francisco Public Health Department and the High Risk Interagency Council (which is composed of the Golden Gate Regional Center, the Department of Social Services, San Francisco Unified School District, pediatricians, Infant Programs, Child Health and Disability Prevention, California Children's Services, and parents). The goal of this seminar is to enhance services through early identification and intervention, with the ultimate aim of reducing the number of Failure to Thrive cases (which will in turn reduce costs due to lower rates of hospitalization and acute care services).

Budget:

Presenters' Fees (2 x \$600)	\$1,200
Air fare and hotel (2 x \$500)	<u>1,000</u>
Total Budget	\$2,200

Required Match: None

Indirect Costs: None (see Comment No. 2)

- Comments:**
1. The \$1,000 budgeted for air travel and hotel accommodations for the two presenters may not in fact be sufficient to cover travel and hotel expenses. If this is the case, DPH will charge a fee to non-DPH seminar attendees in order to cover the excess travel costs.
 2. The March of Dimes does not allow for indirect costs.
 3. The deadline for the March of Dimes grant application was April 15, 1994. The apply for portion of this proposed resolution is submitted to the Board of Supervisors for approval retroactive to the April 15, 1994 deadline.
 4. The DPH has prepared a Summary of Grant Request, which is attached.
 5. The DPH has prepared a Disability Access Checklist, which is in the file.

Recommendation: Approve the proposed resolution.

Grantor March of Dimes Division Public Health
 Contact Person Priscilla Enriquez, Dir. of Comm Svcs. Section Children's Unit
 Address 755 Sansome St., 2nd Floor Contact Person Mildred Crear
San Francisco, CA 94111-1703 Telephone 554-9950
 Amount Requested \$ 2,200 Application Deadline 4-15-94
 Term: From _____ To _____ Notification Expected 6/94
 Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) (Cite appropriate words)
 grant in the amount of \$ 2,200 from the period of _____ to _____ to provide _____ services.

II. Summary: (Concern/beneficiary, need addressed, number + groups served; services and providers)
 The grant would support a seminar on failure to thrive interventions. The seminar would enhance observation and intervention skills of providers using a multi-disciplinary approach to reduce the infant mortality in high-risk populations. The target population is low birth weight infants who are at risk for failure to thrive.

III. Outcomes/Objectives:
 The objective of the proposal is to enhance observation and intervention skills of providers using a multi-disciplinary approach to reduce the infant mortality in high risk populations. The target population is low birth weight infants who are at risk for failure to thrive.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information: n/a

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	_____	_____	_____	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
*Contract Svc. :	_____	_____	\$ <u>2,200</u>	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing

(costs included above) _____

VII. Personnel

F/T CSC	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____
Contractual	_____	_____	2.0	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 n/a

Will grant funded employees be retained after this grant terminates? If so, How?
 n/a

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exception Form)

Memo to Government Efficiency and Labor Committee
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Item 1j - File 146-94-14

Department: Department of Public Health
Bureau of Epidemiology and Disease Control

Item: Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, to apply for a grant of \$180,000, which includes indirect costs in the amount of \$27,500, based on 25 percent of salaries, from the Centers for Disease Control and Prevention, for Varicella Surveillance Research Project to the residents of San Francisco.

Grant Amount: \$180,000

Grant Period: August 15, 1994 through August 14, 1995

Source of Funds: Centers for Disease Control and Prevention

Project: Varicella Surveillance Research Project

Description: The proposed grant would fund the establishment of a reporting system to accurately define the baseline incidence of varicella disease (chickenpox) before licensure and widespread use of varicella vaccine. The system would be maintained to assess the impact of varicella immunization on the epidemiology of this disease.

Budget: The following budget is for the one year period from August 15, 1994 through August 14, 1995.

<u>Direct Costs</u>	
Personnel and Fringes	\$130,900
Equipment	10,500
Contractual Services	4,100
Materials and Supplies	6,000
Facilities/Space	<u>1,000</u>
Total Direct Costs	\$152,500
<u>Indirect Costs</u> <u>27,500</u>	
Total	\$180,000
Required Match:	None
Indirect Costs:	\$27,500, based on 25 percent of salaries of \$110,000.

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Comments:

1. A more comprehensive project budget, including personnel detail, would be provided at the time the Department requests authorization to accept and expend the proposed grant.
2. The grant application deadline is June 30, 1994.
3. A Summary of Grant Request Form, as completed by the Department, is attached.
4. A Disability Access Checklist has been completed by the Department, and is in the file.

Recommendation: Approve the proposed resolution.

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Centers for Disease Control & Prevention Division CPHS & AIDS
 Contact Person Sandra Holmes Section Epidemiology
 Address CDC: Mailstop E-61 Contact Person Carlos Rendon
Atlanta, GA 30333 Telephone 554-2832
 Amount Requested \$180,000.00 Application Deadline 06/30/94
 Term: From 08/15/94 To 08/14/95 Notification Expected _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 _____ Full Board _____

I. Item Description: Request to (apply for) (Renew/Extend) a (new) (continuation) (modification) (supplemental) grant in the amount of \$180,000.00 from the period of _____ to _____ to provide Varicella Surveillance research services.
 (Circle appropriate words)

II. Summary: (Concept/History; need addressed; number + groups served; services and providers)
 To establish a reporting system to accurately define the baseline incidence of varicella disease (chickenpox) before licensure and widespread use of varicella vaccine. Will maintain this system in order to assess the impact of varicella immunization on the epidemiology of this disease.

III. Outcomes/Objectives:

To maintain and expand the reporting system to obtain similar data for a period of time after vaccine licensure in order to identify changes occurring in the epidemiology of varicella as a result of vaccine usage, and to ascertain the immunization status of cases & evaluate the demographic/clinical profiles of vaccinated/unvaccinated cases.

IV. Effects of Reduction or Termination of These Funds:
N/A

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount	N/A	N/A	180,000		None	
Personnel			130,900			
Equipment			10,500			
Contract Svc.			4,100			
Mat. & Supp.			6,000			
Facilities/Space			1,000			
Other			27,500			
Indirect Costs						

VI. Data Processing

(costs included above) _____

VII. Personnel

F/T CSC		2	
P/T CSC		1	
Contractual		None	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No _____

*VIII. Contractual Services: Open Bid N/A Sole Source _____ (If sole source, attach Request for Fair Price Form)

Memo to Government Efficiency and Labor Committee
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Item 1k - File 148-94-4

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds from the Federal Highway Administration (FHWA), waiving indirect costs, for construction of the King Street Construction Project, the third phase of the Embarcadero Roadway Project.

Grant Amount: Up to \$14,752,000

Grant Period: Until expended

Source of Funds: Federal Highway Administration

Project: The King Street Construction Project (the third phase of the Embarcadero Roadway Project)

Description: The Federal Highway Administration authorized approximately \$91 million in Federal Highway funds for alternative transportation projects in the unconstructed I-280 corridor known as the I-280 Transfer Concept Program. The Embarcadero Roadway Project is one of the projects funded from this source.

The Embarcadero Roadway Project involves the reconstruction of the surface roadway on The Embarcadero, and consists of four reconstruction phases. The South Embarcadero Project begins at Folsom Street and the Embarcadero and continues south, curving onto King Street and ending at Third Street. Construction on this first phase began in October 1992 and is estimated to take 20 months to complete. Construction on the North Embarcadero Project commenced in October 1993, and this phase spans from Broadway Street and the Embarcadero, north to North Point Street. The North Embarcadero Project is also estimated to take 20 months to complete. Work on these first two phases includes replacing and realigning existing roadway street drainage, modifying existing sewer structures, installing new traffic control and street lighting systems, and providing landscape improvements and pedestrian promenades.

The King Street Construction Project begins at Third and King Streets and continues southwest to Sixth Street. The construction in this area will be similar in scope to that described for the first two phases of the project. The design for this phase of the Embarcadero Roadway Project is almost complete, and the Department of Public Works currently

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requires Federal funds for the upcoming construction contract. There will be a competitive bidding process for the contract. Construction is scheduled to commence in February, 1995 and estimated construction time is 18 months.

Budget: The table below presents the projected budget for the King Street Construction Project. Currently, Federal funds account for 78.5% of the projected budget.

	<u>Federal</u>	<u>Other (a)</u>	<u>Total</u>
<u>Contractual Services</u>			
Construction Contract	\$11,787,000	\$ 2,587,000	\$14,374,000
Contingencies (10%)	<u>1,178,000</u>	<u>259,000</u>	<u>1,437,000</u>
Total Contractual Services	\$12,965,000	\$ 2,846,000	\$15,811,000
<u>DPW Labor (b)</u>			
Direct Costs	\$ 1,787,000	\$ 315,000	\$ 2,102,000
Indirect Costs	<u>0</u>	<u>875,000</u>	<u>875,000</u>
Total DPW Labor	\$ 1,787,000	\$ 1,190,000	\$ 2,977,000
TOTAL PROJECT COST	\$14,752,000	\$ 4,036,000	\$18,788,000

(a) Includes Proposition B sales tax, and funds from other City departments such as MUNI and PUC for cost-sharing activities.

(b) Includes work done by DPW's Bureau of Engineering and Construction Management.

Required Match: The remaining \$4,036,000 (or 21.5%) of estimated project costs will be paid from local (Proposition B) sales tax, and funds from other City departments such as MUNI and PUC for cost-sharing activities. Proposition B funds are available for the Embarcadero Roadway Project but have not yet been appropriated for the King Street Project, but will be appropriated prior to the award of the construction contract.

Indirect Costs: None (see Comment No. 4)

- Comments:**
1. The King Street Construction Project budget as presented above is estimated based on expenses of the first two phases of the Embarcadero Roadway Project. A more detailed budget based on the construction contract will not be available until the design is completed and a contract is signed in November/December, 1994.
 2. If the budget for the King Street phase exceeds current estimates, the remainder of the expenses will be paid from Proposition B sales tax revenues. According to Ms. Karen

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BUDGET ANALYST

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Gelman at DPW, the Department has approximately \$35 million in Prop. B funds to spend on the Embarcadero Roadway Project, and she feels that a modest cost overrun on the King Street project would still fall within the total allocation for the Embarcadero Roadway Project.

3. Since a contractor has not yet been selected for the King Street Construction Project, the proposed \$12,965,000 of FHWA grant funds for the construction contract and associated contingencies should be reserved, pending the selection of a contractor, the contract cost details, and the MBE/WBE status of the contractor.
4. Indirect costs are not permitted according to Federal Highway Administration rules and regulations. Therefore, the proposed resolution requests that indirect costs be waived.
5. Attached is a Summary of Grant Request form.
6. The Department of Public Works has submitted a Disability Access Checklist which is in the file.

Recommendation: 1. Amend the proposed resolution to reserve \$12,965,000 of the FHWA grant funds for the King Street construction contract and associated contingencies, pending the selection of a contractor, the contract cost details, and the MBE/WBE status of the contractor.

2. Approve the proposed resolution, as amended.

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: PUBLIC WORKS

Contact Person: KAREN GELMAN

Project Title: TRANSPORTATION FINANCE SPECIALIST

Grant Source: FHWA I-280 Transfer Concept Program

Proposed (New/Continuation) Grant Project Summary:

FHWA authorized approximately \$91 million in Federal Highway Funds for alternative transportation projects in the unconstructed I-280 corridor. The Embarcadero Roadway Project, of which the King Street Construction Project is a part, is one of the alternative projects funded from this source.

Amount of Grant Funding Applied for: \$14,752,000

Maximum Funding Amount Available: \$14,752,000

Required Matching Funds: \$ 4,036,000

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$12,965,000

Will Contractual Services be put out to Bid? YES

Letter of Intent to File Grant Application
Page 2

Term of Grant: Until expended

Date Department Notified of Available funds: January 1994

Application Due Date: July 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

FHWA I-280 Interstate Transfer Program under 23 U.S.C. 103 (e) (4)

Assessment of Need for Grant Funding:

The Embarcadero Roadway Project is being funded out of FHWA's I-280 Transfer Concept Program. The King Street Construction Project is the third phase of construction within the overall project. With the design almost complete, DPW needs funding for the advertisement of the upcoming King Street Construction Contract.

Department or Commission Approval

Memo to Government Efficiency and Labor Committee
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Item 11 - File 150-94-2

Department: Recreation and Park Department

Item: Resolution authorizing the Recreation and Park Department to accept and expend grant funds in the amount of \$724,000, from the Intermodal Surface Transportation Efficiency Act for the Beach Chalet Restoration Phase I Project.

Grant Amount: \$724,000

Grant Period: Three years, from 1994 through 1997 (see Comment #3)

Source of Funds: Intermodal Surface Transportation Efficiency Act (ISTEA)

Project: Beach Chalet Restoration Project, Phase I

Description: In August, 1993, the Board of Supervisors approved Resolution No. 367-93 which allowed the Recreation and Park Department to apply for the subject grant (File 150-93-3). The proposed resolution would authorize the Recreation and Park Department to accept and expend a grant from the ISTEA for the Beach Chalet Restoration Project, Phase I. According to the Recreation and Park Department, this project would preserve, protect and renovate the Beach Chalet so that a visitors and information center can be added to Golden Gate Park. The Beach Chalet is located along the Great Highway and is considered a National Landmark.

According to the Recreation and Park Department, the Beach Chalet is currently closed. The proposed Beach Chalet Restoration Project, Phase I will restore the first floor of the Beach Chalet into a center for park information including historical data and displays, and maps of bicycle and pedestrian trails. It would also be used as an interpretive center to provide education on conservation, urban forestry, leisure and recreation alternatives, and volunteer opportunities. Additionally, it would be used as a public rest stop for visitors. The Recreation and Park Department reports that plans include leasing the second floor of the Beach Chalet to a private concession, most likely a restaurant. The proposed renovation work, according to the Recreation and Park Department includes plumbing, wiring, installing an elevator, parking lot maintenance, and renovating restrooms.

As mentioned above, the Beach Chalet is located on The Great Highway which is a designated section of the California Coastal Trail. The Recreation and Park Department advises that the Beach Chalet would encourage recreational use of Golden Gate Park, Ocean Beach, Land's End, the San Francisco Zoo, and the

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Golden Gate National Recreation Area. In addition, this section of roadway is part of the "49 Mile Scenic Drive" followed by tourists throughout San Francisco.

According to the Recreation and Park Department, this project is in line with the Recreation and Open Space Element of the City Master Plan by providing facilities for recreational walkers and bicyclists. A Golden Gate Park Master Plan is currently being updated and calls for a visitors' center.

The Recreation and Park Department advises that funds granted for transportation enhancement projects are intended to improve the quality of life in and around surface transportation systems, such as the Great Highway. ISTEA grants allow for four categories of enhancements: 1) enhancements pertaining to bicyclists and/or pedestrians; 2) enhancements pertaining to transportation aesthetics and scenic value; 3) enhancements pertaining to water pollution due to highway run-offs, and 4) enhancements pertaining to historic/archaeological restoration. The Department advises that the proposed grant for the Beach Chalet Restoration Phase I Project fits under the historic/archaeological restoration category, as it is intended to preserve, enhance and protect the Beach Chalet, an historic landmark.

Budget:

Building Construction

Restroom Fixtures, Partitions	\$21,000
Interior insulation, drywall, painting	18,200
Tile	17,900
Heating*	83,000
Flooring	44,875
Elevator	55,000
Alarm/Smoke Detection	18,100
Electrical	41,300
Intercom, telephone, cable	11,000
Protect Artwork*	27,700
Demolition Miscellaneous	5,000
Structural Miscellaneous	8,400
Window Restoration	3,500
Framing/plywood	46,700
Graphics	10,000
Exterior painting	40,000
Exterior wall insulation	5,300
Doors/Hardware	18,100
Fire Protection	900
Stairs	<u>8,000</u>

Subtotal Building Construction \$483,975

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Exterior Construction**

Walkway	\$8,000
Repave Parking Lot	31,000
Landscaping	3,000
Parking lot striping	<u>3,000</u>

Subtotal Exterior Construction	<u>45,000</u>
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Total Construction	\$528,975
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Other Expenses

Contingencies @ 10%	\$52,598
A/E Fees @ 10%***	52,598
Inspections/testing @ 3%	15,779
Construction management @ 8%	42,078
Project management @ 1.5%	7,890
Permits @ 5%	<u>26,299</u>

Subtotal	<u>197,242</u>
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Total ISTEA Funded Portion of
the Beach Chalet Restoration
Phase I Project

\$726,217

*The Beach Chalet's interior is decorated with descriptive frescoes and mosaics. The Recreation and Park Department reports that these artworks were cleaned and restored in 1987 but no provision for climate control has been made. The exposure to extreme cold, moisture and salt air are threatening to the art. The addition of a proper heat and ventilation system will, according to the Department, ensure the continued preservation of the work.

**Ms. Elaine Molinari of the Recreation and Park Department reports that it is anticipated that the Department of Public Works (DPW) would provide these construction services through work order funds. However, according to Ms. Molinari, if it is ultimately determined that the DPW will not perform the construction services, the Recreation and Park Department would solicit bids for a contractor to perform the exterior construction work.

***Architectural and engineering fees.

Required Match: 12% or \$86,880 of the total grant amount of \$724,000 to be funded from 1992 Golden Gate Park Bond revenues.

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No. of Persons Served: The general population of the City and County of San Francisco, and visitors to the area.

Indirect Costs: None. The grantor does not allow for indirect costs.

Comments:

1. The Recreation and Park Department advises that the Beach Chalet Restoration Phase 1 Project will cost a total of approximately \$1,300,000 of which approximately \$724,000 would be funded by the proposed grant and the remaining \$576,000 would be funded through 1992 Golden Gate Park Bond revenues. According to Ms. Molinari, the 1992 Golden Gate Park Bond revenues would be used to fund renovations that pertain to accessibility issues, such as Americans with Disabilities Act requirements and pathways.
2. Ms. Molinari advises that the Recreation and Park Department has issued a Request For Proposal (RFP) for a concessionaire to lease the second floor of the Beach Chalet. Ms. Molinari expects the Department to select a concessionaire by September or October of this year. The selected concessionaire, most likely a restauranteur, would lease the second floor of the Beach Chalet from the City. The selected concessionaire, according to Ms. Molinari, would be required to fund their own renovations and operations for the second floor of the building (for example remodeling and the inclusion of a kitchen if a restaurant is selected). The Recreation and Park Department, as the lessor, would provide necessities such as heat and electricity. The lease would be subject to separate legislative approval by the Board of Supervisors.
3. Ms. Molinari advises that a contractor for the building construction has not yet been selected. The Budget Analyst recommends placing \$483,975 for Building Construction on reserve pending the identification of the contractor, the contract cost details and the contractor's MBE/WBE status.
4. Because it has not yet been determined if the DPW will provide exterior construction work through Recreation and Park work order funds or if the Recreation and Park Department will solicit a private contractor, the Budget Analyst recommends placing \$45,000 for Exterior Construction on reserve pending this determination. If it is determined that a private contractor for the exterior construction will be sought, the \$45,000 should remain on reserve pending the identification of the contractor, the contract cost details and the contractor's MBE/WBE status.

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5. Ms. Molinari advises that all of the expenses in the Other Expenses portion of the above budget will be incurred by either the DPW or the Recreation and Park Department, with the exception of "Construction Management" for \$42,078. According to Ms. Molinari, the selected building construction contractor would incur these costs. Therefore, the Budget Analyst recommends placing \$42,078 on reserve pending the identification of the building construction contractor, the contract cost details and the contractor's MBE/WBE status.
6. Ms. Molinari reports that the grantor has not specified the specific dates other than 1994 through 1997. She expects the grantor to specify the dates in the near future.
7. According to Ms. Molinari, the above budget reflects that the total ISTEA funded portion of the Beach Chalet Restoration Project, in the amount of \$726,217 which is \$2,217 more than the proposed grant amount of \$724,000. Ms. Molinari advises that the remaining \$2,217 would be funded from the 1992 Golden Gate Park Bond revenues.
8. A copy of the Summary Grant Request for the proposed grant, is attached to this report.
9. A Disability Access Checklist for this project is on file with the Clerk of the Board.

Recommendation: 1) Reserve a total of \$571,053 (\$483,975 for building construction costs plus \$45,000 for exterior construction costs plus \$42,078 for construction management fees) of the proposed \$724,000 grant, pending the selection of the contractors, the contract cost details and the contractor's MBE/WBE status for the Building Construction and pending the determination of who is to provide the Exterior Construction. As noted above, if it is determined that a private contractor will provide the Exterior Construction, the \$45,000 should remain on reserve pending the identification of the contractor, the contract cost details and the contractor's MBE/WBE status.

- 2) Approve the proposed resolution, as amended.

Summary of Grant Request

Rev. 4/10/90

Item No.

Creator

Contact Person

Address

Amount Requested

Term:

Health Commission

DEPT OF TRANSPORTATION

Division

Section

Contact Person Elaine Molinari

Telephone 116-7024

Application Deadline

Notification Expected

Board of Supervisors Finance Committee

Full Board

I. Item Description

Request to (apply for) (accept and expend) (grant) (continuation) (allocation) (augmentation to a) grant in the amount of \$724,000 from the period of 3/94 to 3/97 to provide restoration of Beach Chalet

II. Summary

To Complete restoration of Beach Chalet; ADN required
restor.; parking area

III. Outcomes/Objectives

Open visitors centre/first floor of bldg
(concession 2nd floor for maintenance income)

IV. Effects or Reduction or Termination of These Funds

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/This	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$724,000		\$86,880	
Personnel						
Equipment						
Contract Svcs.			\$489,000			
Mat & Supp.						
Facilities/Space						
Other			\$240,000			
Indirect Costs						

VI. Data Processing

VII. Personnel

F/T CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid all

Sole Source _____

(Check source, attach Request for Contract Form)

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Item 1m - File 94-91-8.9

Department: Public Utilities Commission (PUC)

Item: Release of reserved funds

Amount: \$50,000

Description: The Board of Supervisors previously approved legislation (File 94-91-8) authorizing the PUC to apply for, accept and expend Federal Section 9 Capital Assistance Funds in the amount of \$26,819,276, and \$6,704,819 in required State and local match funds, for a total of \$33,524,095. The total of \$33,524,095 was placed on reserve for outside contracts, pending submission of detailed project budgets. Of the \$33,524,095, \$5,381,000 is specifically reserved for fixed-facility MUNI rehabilitation projects, including \$50,000 for the Light Rail Vehicle (LRV) maintenance equipment and installation project.

The purpose of the LRV maintenance equipment and installation project is to provide improvements to the Green Geneva facility where LRVs are stored and maintained. The PUC advises that while the Green Geneva facility is considered one facility, it is actually comprised of two facilities, the Green facility and the Geneva facility. Both are located at 425 Geneva Street.

The PUC is now requesting that \$50,000 be released for a contractor to purchase and install a Dome Hoist, a piece of equipment used to maintain LRVs.

Comments: 1. Ms. Gail Bloom of the PUC reports that a Dome Hoist is a piece of equipment which will lift the "dome" of the LRVs in order for them to be maintained. LRVs contain working parts and electrical systems in the "dome" of the vehicle, which is the area between the ceiling and the roof.

2. Mr. Ken Jew of the PUC advises that Stacy Witbeck Construction & Kingston Construction, a Joint Venture, will perform the Dome Hoist project through a modification to its existing contract with the PUC. According to Mr. Jew, Stacy Witbeck Construction & Kingston Construction was awarded a \$2,900,000 contract with the PUC in January, 1994 to conduct various MUNI construction projects. Mr. Jew advises that the PUC received a quote of \$50,000 from the contractor which was in line with a PUC engineer's quote of approximately \$45,000 for the Dome Hoist project. Although Stacy Witbeck Construction & Kingston Construction is not a

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Disadvantaged Business Enterprise (DBE) joint venture, Mr. Jew reports that it has met its subcontracting requirement of 27 percent DBE participation.

Recommendation: Release the reserve in the requested amount of \$50,000.

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Items 1n and 1o - Files 94-93-8.1 and 94-91-4.12

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Items: **File 94-93-8.1** - Request for release of reserved funds in the amount of \$352,000 for 19th Avenue Platform Improvements for the J-Church and M-Oceanview lines.

File 94-91-4.12 - Request for release of reserved funds in the amount of \$1,734,100 for 19th Avenue Platform Improvements for the J-Church and M-Oceanview lines.

Amount: \$352,000 - File 94-93-8.1
1,734,100 - File 94-91-4.12
\$2,086,100 - Total

Source of Funds:

File 94-93-8.1:	
U.S. Department of Transportation, Federal Transportation Enhancement Activities Program	\$352,000
Local Match - San Francisco Transportation Authority (SFTA)	48,000
Total	\$400,000

File 94-91-4.12:

Federal Urban Mass Transit Administration (UMTA) Section 9 formula assistance	\$13,815,120
Match from local funding sources*	3,453,780
Total	\$17,268,900

* Local match resources include: State Transit Assistance funds, Bridge Toll Net Revenues, Regional Measure One Bridge Tolls, Bay Area Rapid Transit District funds, Hetch Hetchy funds, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or San Francisco Municipal Railway Improvement Corporation funds.

Description: The Board of Supervisors previously approved a resolution (File 94-91-4) authorizing the Public Utilities Commission (PUC) to apply for, accept and expend Federal UMTA Section 9 Capital Assistance funds in the amount of \$13,815,120 plus \$3,453,780 in required State and/or local matching funds, for a total of \$17,268,900 for eight Municipal Railway (MUNI) capital projects. Of the \$17,268,900, a total of \$8,342,600 was placed on reserve for the Fixed Facility Rehabilitation Project for construction contracts, pending selection of the contractors, the submission of budget details and the MBE/WBE status of the contractors. Of the \$8,342,600

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placed on reserve, \$4,334,821 was subsequently released for Fixed Facility Rehabilitation Projects, including \$3,352,100 for Phases One and Two of the 19th Avenue Platform and Trackway Improvement Project.

The Board of Supervisors approved a second resolution (File 94-93-8) authorizing the PUC to apply for, accept and expend Federal Transportation Enhancement Program funds in the amount of \$352,000, plus \$48,000 in State and/or local matching funds, for a total of \$400,000 for Phase Two of the 19th Avenue Platform Improvement Project. Of the \$400,000, \$352,000 was placed on reserve for construction contracts, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.

Phase One of the 19th Avenue Platform and Trackway Improvement Project, which has already been completed, provided for the construction of passenger loading platforms at San Francisco State University and Stonestown Galleria, at a cost of \$2,458,100. Phase Two of the 19th Avenue Platform and Trackway Improvement Project involves the construction and design of transit shelters and crossover tracks, at an estimated cost of \$6.1 million, to be funded by Federal Transportation Administration (FTA) grant funds.

The PUC is now requesting the release of \$1,734,100 in UMTA Section 9 Capital Assistance funds and local matching funds, as well as \$352,000 in Federal Transportation Enhancement Program funds, for a total of \$2,086,100 in reserved funds, to partially fund the construction contract for Phase Two of the 19th Avenue Platform Improvement Project. The remaining \$1,334,102 of the total construction contract cost of \$3,420,202 will be funded by previously appropriated FTA grant funds.

- Contract Budget:** The proposed release of reserved funds totaling \$2,086,100 would partially fund the \$3,420,202 construction contract with A. Ruiz Construction Co. & Assoc., Inc., an MBE firm. The \$3,420,202 construction contract would be divided between the prime contractor, A. Ruiz Construction, Inc. (\$2,061,663), and several subcontractors (\$1,358,539). The entire contract amount of \$3,420,202 has been allocated to MBE firms, as follows:

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Construction Contracts:

Prime Contractor, A. Ruiz Construction Co.
& Assoc, Inc., MBE \$2,061,663

Subcontractors, MBEs

Ken M. Lim & Co., Inc. - Sheet Metal, Heating and Ventilating	587,539
Esquivel Grading & Paving, Inc.	545,000
Gildersleeve Electric, Inc.	<u>226,000</u>
Total	\$3,420,202

Comment: Construction on Phase Two of the 19th Avenue Platform Improvement Project is scheduled to commence on June 27, 1994 and should be completed by January 3, 1995.

Recommendation: Release reserved funds in the amount of \$2,086,100..

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Item 2 - File 25-94-19

- Item:** This item is a hearing to consider a study of contracting out of City services to private contractors as it impacts minority and women City employees, and to further consider that there be no contracting out while the study is underway.
- Description:** Under Section 8.300-1 of the Charter, contracting out of City services is permissible where (1) the Controller has certified that such services can be practically performed under a private contract at a lower cost to the City than if similar services were performed by City employees and (2) the Board of Supervisors approves the Controller's certification that the services in question can be performed under a private contract at a lower cost to the City.
- As of April 26, 1994, there were 30 existing private contracts for City services involving 18 different City departments (see Attachment).
- Comment:** Currently, there are five requests for approval of private contracts to perform City services, pending before the Government Efficiency and Labor Committee. Of the five requests, four involve continuing contracts and one involves a new contract for body removal services for the Medical Examiner/Coroner, which is calendared for the June 21, 1994 Government Efficiency and Labor Committee meeting.

Proposition J Certifications FY 1993-94 (as of 4/26/94)

Department	Program	City (High Est.)	Contract (High)	Difference
Airport				
	Information Booth	1,460,886	950,000	510,886
	Shuttlebus	2,594,650	2,030,387	564,283
	Parking Mgmt	12,588,539	9,015,500	3,573,039
Rec. & Park				
	Security at the Zoo	337,671	152,217	185,454
	Security at Candlestick	856,435	300,000	556,435
District Att'y				
	FSB: Legal Process Serving	451,451	151,406	300,045
	Comm. Unit. Against Violence	201,188	118,457	82,731
DSS				
	Independent Living Skills	58,080	46,300	11,780
	Security Guard	1,081,939	627,166	454,773
PUC				
	Paratransit Services	11,271,488	9,858,215	1,413,273
	Security Services	2,458,011	905,052	1,552,959
Property				
	Security Guard Services	210,560	93,556	117,004
Municipal Court				
	Court Mgmt System Coordinat	73,732	49,000	24,732
Real Estate				
	Security Guard Services	210,560	93,556	117,004
Controller				
	Janitorial Services @ 160 S. V	32,974	13,560	19,414
Parking and Traffic				
	Parking Meter Collection	710,107	372,802	337,305
Sheriff				
	Pre-Trial Diversion	269,706	151,740	117,966
	Food Services	468,300	323,196	145,104
	Own Recognizance Project	1,025,802	777,768	248,034
	Eviction Ass'tance	96,824	37,557	59,267
	Family Violence	268,560	196,582	71,978

Proposition J Certifications FY 1993-94 (as of 4/26/94)

Department	Program	City (High Est.)	Contract (High)	Difference
Board of Supervisors				
	Budget Analyst	1,444,492	1,212,690	231,802
Juvenile Court/Probation				
	Status Offender Program	1,246,439	640,194	606,245
Port				
	Janitorial Services	681,145	388,012	293,133
Health				
	Security Guard Serv. (General)	9,568	5,306	4,262
	Dental (Laguna Honda)	280,252	29,951	250,301
CAO				
	Convention Facilities	16,569,313	14,294,918	2,274,395
Purchasing				
	Security Guard Services	148,111	62,545	85,566
DPW				
	Security (1680 Mission)	88,103	31,320	56,783
	Security (750 Phelps)	149,546	58,560	90,986
Total		57,344,432	42,987,493	14,356,939

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Item 3 - File 27-94-8

- Department:** Airports Commission
- Item:** Ordinance approving the early relinquishment of Lease No. 66-0171 for Plot C, between United Air Lines, Inc., and the City and County of San Francisco, acting through and by its Airports Commission.
- Description:** On January 26, 1991, the Airports Commission reassigned Lease No. 66-0171 from Pan American World Airways to United Airlines, Inc. This lease is for 3.85 acres of land, commonly known as Plot 1C, which consists of an office building and a parking lot. The normal expiration date for this lease is March 7, 1996, with one additional option, at the discretion of the Lessee, until June 30, 2001.
- The Airport advises that space is needed in the office building on Plot 1C for the temporary relocation of tenants located in other Airport buildings that are scheduled to be demolished. In addition, since the construction of the new International Terminal will make it difficult for the San Francisco Fire Department to reach certain parts of the airfield from its two current locations at the Airport within the Airport's required three minute response time, the Airport plans to build a temporary Fire Station on Plot 1C.
- As such, United Airlines, Inc., has agreed to the early relinquishment of Lease No. 66-0171. In relinquishing the subject lease, United will surrender the 3.85 acres of land and the office building to the Airport. In return, United will be reimbursed the remaining value of the unamortized capital improvements associated with United's acquisition of this lease from Pan American World Airways. However, because United still needs land for vehicle parking, it will then lease back 0.71 acres of the 3.85 acres of land from the Airport for such purposes.
- The Airport advises that it will reimburse United Airlines the amount of \$399,428.52, which is the remaining value of the unamortized improvements as of January 1, 1994. Furthermore, the United will lease back 0.71 acres of land from the Airport to be used for vehicle parking at a rate of approximately \$35,000 per acre per year, or \$24,850 annually (See Comment No. 3).
- Comments:**
1. According to Mr. Bob Rhoades of Airport Property Management, United Airlines does not actually utilize the space located in the office building on Plot 1C but leases

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space in other Airport buildings for such purposes. Thus, the relinquishment of the subject lease would not displace United Airlines employees.

2. The source of funding for the \$399,428.52 reimbursement to United Airlines for the early relinquishment of Lease No. 66-0171 is Airport Capital Improvement funds.

3. Mr. Rhoades advises that United Airlines currently pays the Airport \$17,500 per acre per year for the 0.71 acres of the 3.85 acres of land that it uses for parking, or \$12,425 annually. Under the proposed ordinance, United will now pay the Airport approximately \$35,000 per acre per year (\$24,850 annually), or twice the current rate, to lease back 0.71 acres of the 3.85 acres of land for vehicle parking upon relinquishment of the subject lease. Mr. Rhoades advises that the rate of \$35,000 per acre per year for the parking lot is the approximate current rate per acre, but that this rate has not yet been finalized.

4. Although the proposed lease for 0.71 acres of land for vehicle parking will expire on December 31, 1994, United Airlines will then be issued a permit allowing them to continue using the space until construction of the new International Terminal commences, at which time United will be allotted space for vehicle parking elsewhere at the Airport.

Recommendation: Approve the proposed ordinance.

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Item 4 - File 172-94-19

Department: Juvenile Probation Department

Item: Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to enter into a contract with California Youth Authority for emergency custody of a juvenile ward of the Court from the County of San Francisco; providing for ratification of action previously taken.

Amount: \$2,250 per month - Total estimated cost of \$18,816 (see Comments #4 and #5)

Source of Funds: General Fund, included in Juvenile Probation's FY 1993-94 budget.

Term: Retroactively from November 19, 1993 through June 30, 1994.

Description: The proposed resolution would authorize the Chief Probation Officer of the Juvenile Probation Department to retroactively enter into a contract with the California Youth Authority (CYA), located in Sacramento, for emergency custody of one juvenile ward of the Court (see Comment #2).

Comments:

1. Since the contract period started on November 19, 1993, the proposed resolution contains language ratifying action previously taken.
2. According to Ms. Judith Griffin of the Juvenile Probation Department, this would be the second time that the Department has entered into a contract with CYA for emergency custody of a juvenile ward of the Court. Ms. Griffin advises that a Juvenile Court Judge may request the use of CYA for emergency custody of a juvenile ward of the Court, if in the Judge's opinion, the continued presence of the minor in San Francisco's county juvenile facilities would present a significant risk of violence or escape. The proposed contract would be for one individual whom a Juvenile Court Judge determined to present a significant risk of violence (this individual tried to take a nurse hostage), according to Ms. Griffin.
3. Ms. Griffin further advises that the per placement cost of emergency custody of a juvenile ward at CYA facilities is a standard rate established by the State for all Juvenile Courts in California. The City does not have an opportunity to negotiate with the State regarding the rate charged.

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4. According to Ms. Linda Battoglia of the Juvenile Probation Department, the proposed resolution incorrectly states that the County agrees to reimburse the CYA an amount not to exceed \$2,250 per month. The correct amount is \$2,520 per month (\$84 per day), according to Ms. Griffin.

5. Based on the contract period from November 19, 1993 through June 30, 1994, the total cost to the City for placement of this one individual at CYA is estimated at \$18,816 (\$84 per day for 224 days). Ms. Battoglia reports that the estimated cost to provide custody in San Francisco County facilities for this same individual is estimated at \$59,584 (\$266 per day). However, Ms. Griffin advises that there would be no savings associated with the proposed contract because the estimated per diem cost for individuals at San Francisco County facilities is based on a percentage of total fixed costs. These total fixed costs do not vary according to the exact number of individuals in custody.

6. Ms. Griffin also advises that the difference between the \$84 charged per day for custody at CYA, and the estimated cost of \$266 charged per day to provide custody at San Francisco County facilities is misleading because CYA is subsidized by the State of California and therefore the actual cost of providing custody services is substantially higher. Ms. Griffin further advises that very few individuals can be placed in CYA because of the factors that a Juvenile Court Judge must consider prior to placing an individual at CYA.

Recommendation:

1. Amend the proposed resolution to reflect that the County will reimburse the CYA an amount not to exceed \$2,520 per month and not \$2,250 per month.
2. Approve the proposed resolution, as amended.

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Item 5 - File 172-94-20

Department: Juvenile Probation Department

Item: Resolution approving a new contract between the Juvenile Probation Department, and the County of Santa Clara, Santa Clara County Probation Ranches, to provide for the placement of female juveniles.

Amount: Per diem rate of \$114 per juvenile per day

Term: July 1, 1994 through June 30, 1995

Source of Funds: General Fund, included in Juvenile Probation's FY 1994-95 budget

Description: The proposed resolution would authorize the Juvenile Probation Department to enter into a contract with the County of Santa Clara Probation Ranches, at its Santa Clara County Muriel Wright Residential Center. This facility would provide residential housing, schooling, counseling, and other services for female juveniles under the age of 18.

Comments:

1. According to Ms. Judith Griffin of the Juvenile Probation Department, this would be the first time that the Department has entered into a contract with the Santa Clara County Probation Ranches. Prior to this proposed new contract, the City had an agreement with Contra Costa County to house female juveniles. However, the Contra Costa County facility closed two years ago. Ms. Griffin reports that in the interim, the Juvenile Court Judge has only had the option of sending females back home, to a group home, or to the Youth Authority, whether or not such placement was appropriate. As such, Ms. Griffin reports that the Juvenile Probation Department requires the proposed contract services in order to provide another alternative for placement in the event that the aforementioned placements are not suitable. According to Ms. Griffin, the acquisition of these contract services will assist in bringing the placement alternatives available to female juveniles more in line with the placement alternatives currently available to the male juveniles who have Log Cabin Ranch as an alternative placement option.

2. Ms. Griffin reports that the total amount of this contract cannot be determined due to the uncertainty of the number of female juveniles which would be placed at this facility in FY 1994-95. Ms. Griffin anticipates that because the female juvenile population is small, fewer than five female juveniles

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would be placed at the proposed facility annually. Assuming that three female juveniles were placed in the Santa Clara County Probation Ranch for an average stay of six months, the proposed contract would cost the City approximately \$61,560. Juvenile Probation's FY 1994-95 budget includes \$422,000 of Other Non Personal Services appropriated for the purpose of the Santa Clara County Probation Ranch contract and other anticipated expenditures for juvenile detainees.

Recommendation: Approve the proposed resolution.

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Items 6, 7 and 8 - Files 93-94-14, 93-94-15; and 93-94-16

- Items:** Ordinances implementing the fiscal provisions of the Memorandums of Understanding (MOU) between the City and County and the Police Officers Association (POA) for the ranks of Lieutenant, Captain, Police Commission Secretary, Commander and Deputy Chief (File 93-94-14); between the City and County and the Police Officers Association (POA) for the ranks of Police Officer, Assistant Inspector, Inspector and Sergeant (File 93-94-15); and, between the City and County and the San Francisco Firefighters Union (File 93-94-16).
- Description:**
1. In June, 1992, the Mayor and the Board of Supervisors approved MOUs with uniformed personnel of the San Francisco Police Department (SFPD) and the San Francisco Fire Department (SFFD). The agreements were for four years and terminate on June 30, 1995.
 2. According to Ms. Vicky Clayton, Deputy City Attorney, these ordinances are necessary to implement fiscal provisions for the third year (7/1/94 - 6/30/95) of the MOUs. Ms. Clayton informs that the ordinances are "purely ministerial" and that the Board of Supervisors does not have the discretion to disapprove the proposed ordinances since the three year MOUs have been previously approved by the Board of Supervisors. Because the uniformed members of the SFPD and the SFFD are not included in the Annual Salary Ordinance (ASO), these separate ordinances are required to establish rates of pay and fringe benefits for Fiscal Year 1994-95.
 3. Key fiscal impact provisions of the MOUs approved in 1992 provided for:
 - Annual 5% salary increases for each of the three Fiscal Years covered by the MOUs (1992-93, 1993-94 and 1994-95);
 - Continuation of existing pay premiums;
 - Gradual "pickup", by the City and County, increasing annually, of retirement contributions formerly paid by uniformed employees;
 - Dental coverage similar to that provided for Miscellaneous employees;
 - Increasing City payments for employee health coverage;
 - Increasing City payments for dependent health coverage.

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4. In 1994-95, the following final year increases will occur under these MOUs previously approved by the Board of Supervisors:

- Uniformed personnel will receive a 5% pay increase for the third year in a row.
- City payment for retirement contributions formerly made by uniformed employees will increase from 3% to 5% for Tier 1 members of the Retirement System, and from 3.5% to 5.5% for Tier 2 members of the Retirement System on July 1, 1994; and, on June 30, 1995 (the last day of the three year agreement), a final increase to 7% for Tier 1 members and 7.5% for Tier 2 members will occur. (Tier 1 members are generally persons employed prior to 1977. Tier 2 members are those employed since 1977 plus former Tier 1 members who opted into Tier 2 for a lump sum payment.) On this date, all retirement contributions formerly paid by uniformed employees will have been "picked up" by the City.
- An additional increase to City payment of employee health coverage amounting to \$225 per employee annually will be implemented;
- An additional increase to City payments for dependent health coverage of \$900 annually will be implemented.

5. The budgetary impact of the third year of the MOUs for Fiscal Year 1994-95 is shown in the table below.

	<u>Police Department</u>	<u>Fire Department</u>	<u>Total</u>
Salary Increases	\$ 4,728,305	\$ 3,833,872	\$ 8,562,177
Mandatory Fringe Benefits	934,313	764,455	1,698,768
Retirement "Pickup" and Increased Health Coverage	<u>3,853,428</u>	<u>2,474,717</u>	<u>6,328,145</u>
Total	\$ 9,516,046	\$ 7,073,044	\$ 16,589,090

Recommendation: Although the City Attorney advises that these proposed ordinances are ministerial and cannot be disapproved by the Board of Supervisors, the Budget Analyst considers the proposed legislation to be a policy matter for the Board of Supervisors.

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Item 9 - 64-94-9

Department: Department of Parking and Traffic (DPT)
Real Estate Department

Item: Resolution authorizing an amendment and extension of an existing lease of real property at 1975-1999 Bryant Street, for the Department of Parking and Traffic.

Location: 1975-1999 Bryant Street

Purpose of Lease: To provide industrial space for the DPT, for use by its Traffic Sign Shop

Lessor: Mr. Jack M. Keeney and Mrs. LaVonne Keeney

No. of Sq. Ft. and, Cost/Month: Approximately 21,162 square feet at approximately \$0.43 per square foot or \$9,289 per month

Annual Cost: \$111,468

% Increase over 1993-94: None

Term of Lease: July 1, 1994 to June 30, 1995

Right of Renewal: Four, one-year renewal options

Source of Funds: Road Fund

Description: The DPT currently has a lease with the above lessor for the property at 1975-1999 Bryant Street for its Traffic Sign Shop. The DPT reports that the Traffic Sign Shop designs, assembles, paints, and stores traffic signs and materials for the City.

The proposed resolution would amend the existing lease to add four, one-year, renewal options and would provide that the lessor is responsible for any building changes that may be required by the Americans with Disabilities Act (ADA). According to the Real Estate Department the existing lease expires on June 30, 1994 exhausting the last of four renewal options. The proposed amendment would therefore bring the total of one-year renewal options for the lease to eight. Therefore, if the proposed legislation is approved, the DPT would enter into the fifth of a total of eight one-year renewal options beginning FY 1994-95. The rent under the proposed amendment would remain unchanged at \$9,289 monthly.

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- Comments:**
1. According to Mr. Ken Chopping of the Real Estate Department, the DPT has rented the industrial space at 1975-1999 Bryant St. since May 1972. Mr. Chopping reports that the Real Estate Department and the DPT intend to relocate the Traffic Sign Shop operations approximately during the latter part of calendar year 1995. Mr. Chopping advises that the Bryant Street building is too small and although the lessor is willing to make necessary changes to conform with ADA regulations, Mr. Chopping states that the building is too old to meet all such standards.
 2. Mr. Chopping stated that the Consumer Price Index (CPI) rent adjustment is being waived for FY 1994-95 by the lessor, thus maintaining an annual cost of \$111,468. According to Mr. Chopping, although the original lease contained a clause to institute the CPI increase yearly, the lessor wants to continue having the DPT as a leasee even if only for one additional year.

Recommendation: Approve the proposed resolution.

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Item 10 - File 172-94-22

Department: Department of Parking and Traffic (DPT)

Item: Resolution approving a contract with AMPCO Parking to manage the Civic Center Garage.

Description: The Civic Center Garage is a City-owned parking facility located at 355 McAllister Street. In August of 1993, the City terminated the lease with the City of San Francisco Civic Plaza Parking Corporation, which had been operating the parking garage. At that time, the Department of Parking and Traffic (DPT) entered into an interim month-to-month agreement with AMPCO Parking for the continued operation of the Civic Center Garage, pending the selection of a contractor based on a competitive bid process.

Early in 1994, the Board of Supervisors approved contract bid documents for the Civic Center Garage. However, in preparing to go out to bid, DPT discovered that several of the buildings in the Civic Center area, including City Hall, the Department of Public Health (DPH) building, 450 McAllister Street (former site of City Planning and the Department of Public Works), 350 McAllister Street (the State building), Brooks Hall, and Civic Auditorium, have been vacated or will be vacated within the next year in order to perform demolition, construction and/or seismic upgrade work.

The majority of the usage of the Garage is by tenants of nearby office buildings or by patrons of events in the area. Since it cannot be determined the exact effect the vacation of City-owned and other buildings will have on garage usage, DPT believes that it would be difficult for parking operators to submit a meaningful bid.

In May of 1994, the Parking Authority Commission recommended that the City delay the bidding process and instead provide AMPCO Parking, the present month-to-month operator, with a three-year agreement to continue operating the facility under the same terms and conditions of their current operation. DPT staff have consulted with AMPCO Parking, and AMPCO is willing to continue operating the Garage under these terms. The operation of the Garage will then be competitively bid at the end of the proposed three year contract, at which time it is expected that tenants will have returned to City Hall and other Civic Center area buildings and that Civic Auditorium and Brooks Hall will have reopened.

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- Comments:**
1. Mr. Kevin Hagerty, Director of Off-Street Parking, reports that the Civic Center Garage generated \$1,461,584 in parking revenues for the Garage's fiscal year ending April 30, 1994, of which a total of \$778,184 (including parking taxes) accrued to the City and \$683,400 of which was paid to AMPCO for the operation and management of the Garage. The \$683,400 represents actual operating expenses of \$673,400 plus \$10,000 (\$833.33 per month) for a management fee.
 2. The \$1,461,584 in gross parking revenues in 1993-94 represents a decrease of \$146,662 or 9.1 percent from 1992-93 parking revenues of \$1,608,246. Mr. Hagerty advises that AMPCO attributes this reduction in revenues to the closing of Civic Auditorium in February, 1994 and of Brooks Hall in June, 1993.
 3. While parking revenues declined by 9.1 percent in 1993-94, operating expenses increased by \$49,877 or 8.0 percent from \$623,523 in 1992-93 to \$673,400 in 1993-94. In addition, the City's share of \$778,184 (53.2 percent of gross parking revenues) declined by \$196,539 or 20.2 percent from the City's 1992-93 share of \$974,723 (60.6 percent of gross parking revenues). Thus, the City is more adversely affected by a decline in gross parking revenues than is AMPCO Parking under the current terms of the parking agreement with AMPCO.
 4. DPT advises that AMPCO Parking's experience in operating the Civic Center Garage and its familiarity with the Civic Center area, combined with its marketing abilities, could be beneficial to the City over the three-year period of construction. Mr. Hagerty advises that AMPCO, rather than targeting City employees as it has traditionally done in the past, would instead market Civic Center Garage parking to other groups such as Hastings Law School students, patrons of Civic Center area restaurants, and Federal building employees.

- Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 11 - File 172-93-4.2

Department: Department of Public Health (DPH)
Community Mental Health

Item: Resolution authorizing the Department of Public Health to enter into a continuation contract with the State Department of Health Services to continue a Medicaid/Mental Health Delivery System.

Description: In 1990, the Department of Public Health developed a project known as the Family Mosaic Project (Project) to serve children and youth who have severe emotional disturbances and who are at risk of, or already in out-of-home placement. The services provided are all Medi-Cal mental health services, as well as an array of non-traditional services, which are designed to allow the child to remain in or return to the home or community. The Project is a joint effort by the Department of Public Health, Community Mental Health, Department of Social Services, the San Francisco Unified School District and the Juvenile Probation Department.

This Project had been funded through (1) a grant from the Robert Wood Johnson Foundation, (2) a grant from the State Department of Mental Health, (3) from Medi-Cal fee-for-service reimbursement through the State Department of Health Services, (4) and City General Fund monies, budgeted in the Department of Public Health, Community Mental Health, the Department of Social Services, the San Francisco Unified School District and the Juvenile Probation Department. In March of 1993, the Board of Supervisors approved the original contract with the California Department of Health Services to provide capitated reimbursements of MediCal mental health services for San Francisco children and youth with severe emotional disturbances.

The proposed continuation contract would authorize the receipt of an estimated \$3,771,960 in Federal and State funding under the "capitated payment" formula for FY 1994-95, based on an estimated 170 enrollees. The actual reimbursement received would be dependent on the actual number of enrollees in the Program. The amount of State and Federal funds received is dependent on the number of clients receiving the services throughout the year.

A summary of the terms of the proposed contract are as follows:

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Term of Contract:	July 1, 1994 through June 30, 1995
Capitated Rate Paid:	\$1,849 per enrollee, per month. Includes \$600 of State Department of Mental Health funds that require a \$600 General Fund match.
Number of Enrollees:	Up to 500, who are Medi-Cal eligible.
Estimated City Revenue:	Approximately \$3,771,960 is expected, based on an estimated 170 enrollees.
Services Provided:	Acute hospitalization, Day services, Out-Patient services, and Family Therapy.
Enrollment Criteria:	Must be a resident of San Francisco, between the ages of 3 and 16, have a serious emotional disturbance with significant impairment in daily functioning, at risk of or already departed from family to out-of-home placement.
Comments:	<ol style="list-style-type: none">Under the proposed contract, Family Mosaic would subcontract for services.Under the proposed contract, the initial "capitated payment" was calculated based on Statewide Medi-Cal fees and expenses. The DPH reports that in future years, the rate will be developed based solely on expenses incurred by the City. The DPH reports that if the negotiated "capitated payment" is inadequate, San Francisco has the option of discontinuing the program or provide the care through other existing City programs. If the actual cost of services is less than the negotiated "capitated payment" per beneficiary, the DPH can retain the excess. In FY 1993-94, according to Mr. Pablo Bravo of the Family Mosaic Project, the Family Mosaic Project generated approximately \$1.8 million under the capitated payment system. Mr. Bravo advises that this \$1.8 million should cover the Family Mosaic Project's costs for FY 1993-94. However, Mr. Bravo reports that there may be a surplus when all of the Family Mosaic Project's accounts are closed out in August of 1994.

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3. According to Ms. Rachel Buerkle, Contract Manager at the Family Mosaic Project, the benefit of the proposed continuation contract is that the DPH expects to realize savings by reducing hospital and residential care costs below the "capitated payment" thus resulting in net additional revenues to the City. Therefore, Ms. Buerkle reports that these expected savings can be retained by the DPH and be redirected to other services such as home and community-based care. Realizing such savings results in more flexibility by providing comprehensive services, rather than under the current reimbursement system whereby providers can only receive payment for the specific services provided. However, there are no guaranteed savings under the proposed contract, and the proposed continuation contract may in fact result in an additional cost to the General Fund that cannot be specified at this time.

4. Mr. Pablo Bravo of the Family Mosaic Project indicates that the Community Mental Health Division has included \$3,493,367 in its FY 1994-95 proposed budget for the Family Mosaic Project. The funding breakdown for the Family Mosaic Project is therefore included in the Community Mental Health's FY 1994-95 proposed budget. Since the Department anticipates receiving approximately \$3.7 million from the capitation payment system, the Family Mosaic Project should fully recover its costs in FY 1994-95.

5. Ms. Buerkle states that because the State will be reimbursing the City based on a "capitated payment" reflecting the cost to provide services for each client, it is not anticipated that any additional costs would be incurred by the City under the proposed contract. However, as noted above, if the actual costs of providing services is greater than the "capitated payment" rate, the DPH must pay for the additional cost of providing the services. Conversely, if the actual costs of providing services is less than the "capitated payment" the DPH may retain the additional funds (profit). As previously noted, in FY 1993-94, the capitated payment system generated approximately \$1.8 million which should fully cover the Family Mosaic's costs.

Recommendation: Approve the proposed resolution.

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Item 12 - File 30-94-11

- Department:** Department of Public Health (DPH),
Division of Mental Health and Substance Abuse Services
- Item:** Resolution endorsing the Development of a MediCal
Managed Care Mental Health Services System in San
Francisco.
- Description:** The City provides inpatient and outpatient mental health services to MediCal recipients. The City receives State Realignment dollars (sales tax and vehicle licensing fees collected by the State and allocated to counties) for a 50 percent MediCal match in order to receive the Federal 50 percent MediCal revenues which fund these mental health services. In FY 1994-95, DPH budgeted approximately \$45 million in State Realignment revenues. The public mental health MediCal program is known as Short-Doyle/MediCal. Private mental health hospitals and practitioners provide services to MediCal recipients and then bill the State directly. The State's General Fund provides the 50 percent match in order to obtain the 50 percent Federal MediCal to the private providers. The private mental health MediCal program is known as Fee-For-Service.
- Currently, the State Department of Health Services regulates the private Fee-For-Service providers and the State Department of Mental Health regulates the public programs. The State would like to consolidate the two systems in order to reduce cost shifting and administrative and clinical overlap. Such consolidation would assist in facilitating better service coordination. According to DPH, 13 percent or 700 of the approximate 5,285 MediCal clients who appear in both systems absorb 36 percent of the total MediCal funding for the City. Because the two systems are not coordinated, it would be very difficult to track this overlap group. The State Department of Health Services believes the State would save money if the two systems were consolidated.
- In addition, inpatient psychiatric care costs as a percentage of total MediCal expenditures have been much higher in the Fee-For-Service sector than in the County Short-Doyle program. In San Francisco approximately 61 percent of the funding in the Fee-For-Service sector was used to support inpatient psychiatric care costs, whereas approximately 25 percent of the funding in the Short-Doyle/MediCal system is used to support inpatient psychiatric care costs.

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To reduce the State's mental health care costs, the State of California Department of Health Services has developed a MediCal Managed Care Mental Health Services System that, if the Board of Supervisors approves the proposed resolution, would require the City to assume responsibility for ensuring the delivery of mental health services to all San Francisco MediCal recipients, including those recipients receiving services from private providers. Under this plan, the Fee-For-Service MediCal system will be consolidated with the City-run Short-Doyle/MediCal system over the next several years.

Under the MediCal Managed Care Mental Health Services System, beginning in October of 1994, the City would take over administration of all MediCal inpatient dollars and become the gatekeeper for all MediCal inpatient psychiatric care. Hospitals would request authorization from the City to admit patients and would receive payment from the City. The City would monitor clients' length of stay and place clients in alternative levels of care when appropriate. The State would transfer to the City the portion of State General Fund monies that have been used to fund the Fee-For-Service MediCal program, or approximately \$5.7 million annually. Outpatient mental health services would be consolidated in July of 1995.

Comments:

1. The State requires the Board of Supervisors to submit a letter of intent by July 1, 1994, if the Board of Supervisors elects to participate in the State's MediCal Managed Care Mental Health Services System, specifying 1) whether the City intends to manage consolidated inpatient psychiatric care funds, and 2) whether the City intends to establish any limitations on risk. According to Ms. Louise Rogers of the DPH's Mental Health Division, the City may place limitations on the amount of the City's risk (see Comment 2).
2. The State plans to contract with the City for managed care on a capitated basis, at a set dollar amount per client per month. Under capitation, the City would receive a set payment for each enrollee, regardless of the amount of services that may be provided. Since services may cost more than the capitation rate, the City would be accepting a certain amount of risk. The City may be able to limit its risk by accepting a lower capitated rate with the State in exchange for the State funding the costs of expensive care. According to Ms. Rogers, the State has not decided what the lower risk trade-offs will be. Therefore, the proposed resolution states that the City cannot determine whether or not a risk-limiting arrangement would be in the City's best interests. Ms. Rogers advises that the State will most likely

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provide counties with possible risk-limiting arrangements within the next year.

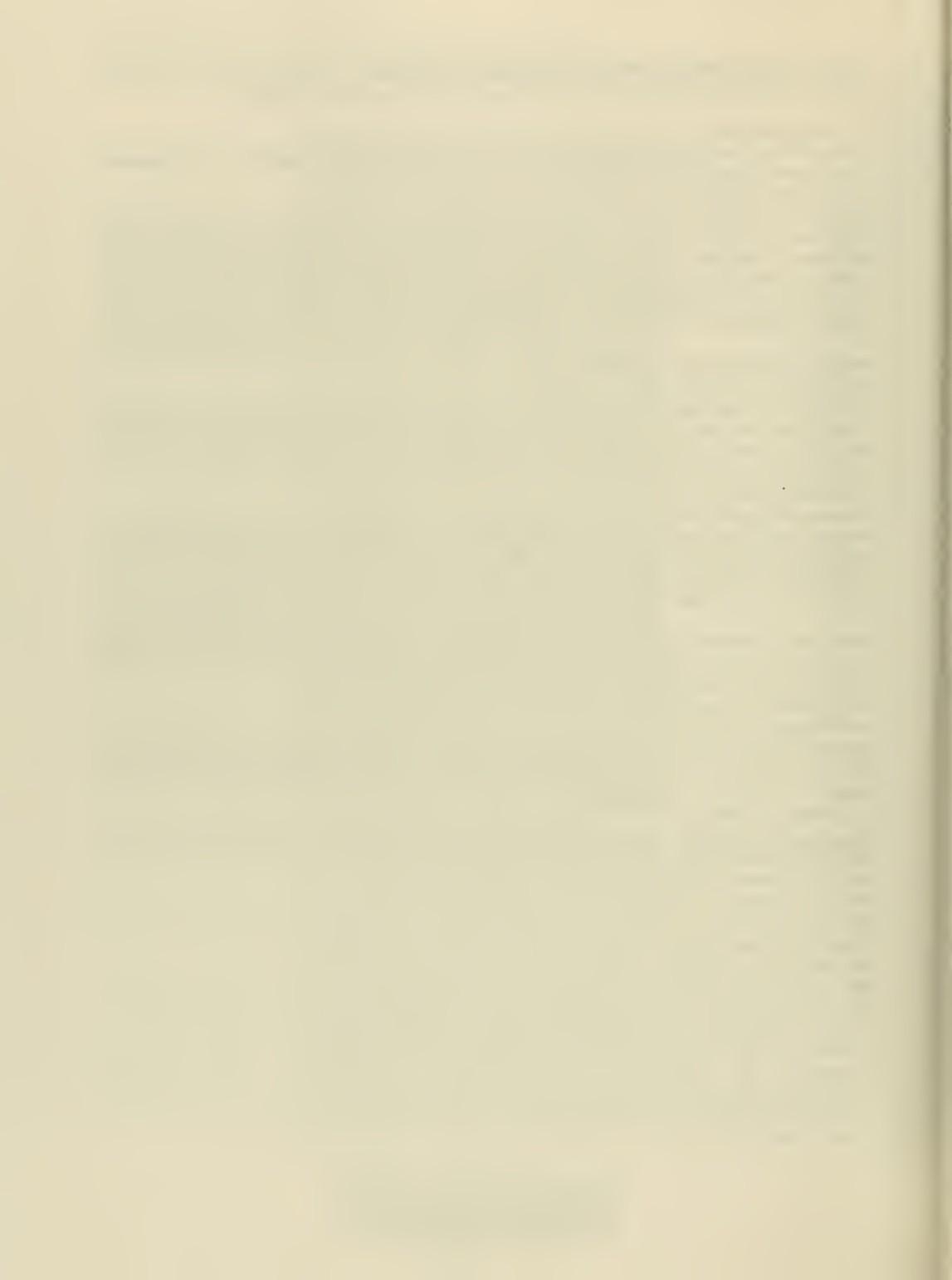
If services cost less than the capitation rate, the City could use the savings to develop new services, expand access to services, offset future risk, and meet infrastructure needs. Capitation will be a strong incentive to provide the most cost-effective mental health services available. The State intends to begin providing capitation rates for inpatient psychiatric services on July 1, 1996 and for other mental health services on July 1, 1997.

3. On March 15, 1994, the Health Commission adopted Resolution 15-94 Endorsing the Development of a MediCal Managed Care Mental Health Services System in San Francisco.

4. If the Board of Supervisors does not approve the proposed resolution endorsing the development of a MediCal Managed Care Mental Health Services System in San Francisco, the State would select one or more alternative plans. However, Ms. Rogers reports that the State has not specifically stated what those alternative plans would be. According to Ms. Rogers, the State could choose to contract with a Health Maintenance Organization (HMO) to provide mental health services in the City instead of the DPH.

5. This item was approved by the June 14, 1994 Health Public Safety and Environment Committee and transferred to this meeting because it was determined to have fiscal impact.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



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Item 13 - 172-94-21

Department: Department of Public Health (DPH)
San Francisco General Hospital

Item: Resolution approving a four month extension of an existing contract between the City and County of San Francisco, Department of Public Health, and Health Management Systems, Inc. to provide electronic claims submission and retroactive claims reprocessing services.

Amount: Not to exceed \$1.5 million annually

Period: July 1, 1994 through October 31, 1994

Description: San Francisco General Hospital (SFGH) currently has two contracts with Health Management Services, Inc. (HMS) to provide two types of services as follows:

(1) Electronic claim processing (ECP) services, whereby HMS reviews data contained in Medi-Cal, Medicare, and other types of claims to be submitted to the State and Federal governments for reimbursement. If no errors are found in the claims as the result of this electronic review, the claims are submitted electronically to the payor and reimbursed within 10-30 days. Claims containing errors are reported to SFGH's billing unit for corrections.

HMS receives a percentage of the revenues collected under the ECP program, not to exceed \$1.5 million annually. SFGH reports that, on a percentage basis, these fees would exceed \$1.5 million annually, if the contract were not capped at \$1.5 million.

(2) "Retroactive claims reprocessing" (RCR) services, whereby HMS attempts to identify whether patients whose bills have not been paid may be eligible for MediCal or MediCare, in order to determine whether the unpaid bills can be submitted to the State or Federal government for reimbursement under these programs.

HMS receives 25 percent of the revenues collected by SFGH under the RCR program, but without any annual maximum limit. SFGH reports that, if these services were not provided by HMS or another vendor, the unpaid claims would be written off as uncollectable.

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The existing contracts between SFGH and Health Management Systems, Inc. (HMS) will expire on July 31, 1994.

SFGH has recently undertaken competitive bidding for all claims processing services which are currently provided by HMS. HMS was the successful bidder, and SFGH expects to award a new contract to HMS by October 31, 1994. However, since the existing contracts will expire on July 31, 1994, SFGH wishes to extend the term of both contracts by an additional four months, from July 31, 1994 to October 31, 1994. The proposed resolution would approve such an extension of the HMS contracts for the period July 1, 1994 through October 31, 1994.

The cost of the existing ECP contract, which provides for fees not to exceed \$1.5 million annually (\$125,000 per month), would not be modified. By extending the existing contract term by four months, from July 31, 1994 to October 31, 1994, SFGH would be responsible to pay up to \$500,000 more (\$125,000 per month for an additional four months) for the services of HMS for an additional four months of services.

Comments:

1. In addition to the proposed four month extension of the existing contract, the new contract to be executed between SFGH and HMS as a result of the recent competitive bidding will be subject to separate approval by the Board of Supervisors.
2. SFGH was asked by the Budget Analyst to submit a letter certifying the amount of additional revenue which is realized by the City as the result of the HMS contract services, compared to the annual cost of the contracts. As of the writing of this report, SFGH had not completed its response. The Budget Analyst therefore recommends that this item be continued for two weeks until July 5, 1994 in order for SFGH to prepare such a letter detailing the net benefit to the City of the two HMS claims processing contracts.
3. The proposed resolution would approve "the contract between SFGH and HMS to provide electronic claims submission and retroactive claims processing services... for the period July 1, 1994 through October 31, 1994." As noted above, SFGH has two separate contracts with HMS for these services. The proposed resolution should be amended to reflect approval of two SFGH contracts with HMS for the period July 1, 1994 through October 31, 1994 rather than only one.

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- Recommendations:**
1. Amend the proposed resolution at page 1, line 1 and page 1, line 13 to substitute "contracts" for "contract."
 2. Continue the proposed resolution until July 5, 1994.

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Item 14 - File 172-93-24.1

Department: Department of Public Works (DPW)

Item: Resolution consenting to the State of California's relinquishment through its Department of Transportation to the City and County of San Francisco portions of a State right-of-way in the vicinity of Route 280 between Plymouth Street and Justin Drive pursuant to Streets and Highway Code Section 73, and the payment by the State to the City for the estimated cost of placing the relinquished parcels in a state of good repair.

Amount: \$367,500

Source of Revenue: State Department of Transportation

Description: On July 26, 1993 the Board of Supervisors adopted Resolution No. 589-93 authorizing the Director of Public Works to enter into a Cooperative Agreement on behalf of the City and County of San Francisco with the State of California through its Department of Transportation providing for relinquishment to the City and County of portions of a State right-of-way near I-280 between Plymouth Avenue and Justin Drive. The portions of the right-of-way that were relinquished (the "Relinquishment") by the State to the City are several sections of City streets and sidewalks that are adjacent to or cross a two mile section of I-280, and are owned by the State.

According to the terms of the Cooperative Agreement, executed on July 26, 1993, the State requires that the Board of Supervisors approve this resolution which accepts for the City the Relinquishment by the State, in as-is condition, subject to approval by the California Transportation Commission and which accepts payment by the State to the City of the estimated costs to place the Relinquishment in a state of good repair. The estimated one-time cost of such repair to be paid by the State is \$367,500. The repair would consist of resurfacing walkways and portions of the streets, installing wheelchair accessible ramps, pruning and trimming trees and bushes, and installing signs.

If this resolution is approved by the Board of Supervisors, the Department of Public Works would immediately submit to the State an invoice in the amount of \$367,500 for said repairs. According to the terms of the Cooperative Agreement, the City agrees to perform all necessary

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preliminary engineering (including preparation of plans, specifications and estimates, preparation of environmental documents, utility identification and locations, and to advertise and award the construction contract), and to provide necessary construction engineering to bring the Relinquishment to a state of good repair. The City would then accept ownership, and all future maintenance, operation and liability of the Relinquishment.

Comments:

1. If the total cost to repair the Relinquishment is more than \$367,500, the City and not the State would bear these additional costs, since it was the City that estimated the cost of the repairs. Mr. Tom Trimbur of DPW reports that the streets in the Relinquishment currently meet City standards, although they are not in a state of good repair. The traffic signals do not meet City standards. The funds will be used to bring the signalization up to City standards and the right-of-way into a state of good repair. The streets will then be put into DPW's normal maintenance rotation for any additional repairs.
2. If the total cost to repair the Relinquishment is less than \$367,500, the City will use the remainder of the funds for general maintenance and repairs in the area in and around the Relinquishment.
3. Portions of the Relinquishment are regular residential streets, contiguous to the City-owned streets. However, according to Mr. Trimbur, the State assumes responsibility for maintenance and repair for the State-owned sections of the streets.
4. According to Mr. Trimbur, if the State relinquishes the streets to the City, the City would assume the on-going responsibility for maintenance and repair (aside from the initial repairs, at an estimated cost of \$367,500, noted above). The DPW anticipates that the ongoing maintenance and repair work would be absorbed by DPW's existing budget.
5. Ms. Denise Brady of DPW reports that acceptance by the City of the portions of the right-of-way might increase revenue to the City, since various Federal and State grants are awarded based on the number of miles of roadway. The extent to which grant funds would increase as a result of accepting these parcels cannot be determined at this time, according to Ms. Brady.

Recommendation: Approve the proposed resolution.

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Item 15 - File 253-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 7, 1994.

- Department:** Purchasing Department
- Item:** Resolution authorizing the Director of Purchasing to loan property of historical or archival value to museums, libraries, schools or other educational or cultural organizations in San Francisco.
- Description:** In January 1995, City departments will begin to vacate City Hall for the seismic retrofitting of the building. The Purchasing Department is anticipating that departments may uncover some documents or other items of historical or archival significance in the moving process. In order to ensure that these documents or items remain as City possessions and do not get lost in the move, the Purchasing Department is proposing that these documents or items may be lent to cultural or educational organizations while City Hall is vacated. The proposed resolution would authorize the Purchasing Department to lend such documents or items to cultural or educational organizations that would benefit from them. Such cultural or educational organizations include museums, schools, and libraries.
- Comments:**
1. According to Mr. Ara Minasian of the Purchasing Department, loaning these items to educational or cultural organizations would not result in any costs to the City. If an organization wants an item, they would have to pay any transfer costs and assume all liability. As of the writing of this report, Mr. Minasian states that the process of identifying documents or items that may be of historical or archival value, the process for loaning these documents or items and the procedures for determining liability have not been specified by the Purchasing Department.
 2. Ms. Joan Lubamersky of the Office of the Chief Administrative Officer (CAO) has requested that this item be continued for another two weeks to determine how it relates to another recently introduced resolution which proposes that the CAO's Office study the possibility of a City Store selling surplus City items.

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June 21, 1994 Government Efficiency and Labor Committee Meeting

3. Given that the Purchasing Department has not specified the details of the proposed resolution and that the CAO's Office may be asked to review the possibility of a City Store to sell surplus City items, the Budget Analyst's Office also recommends that this item be continued.

Recommendation: Continue the proposed resolution until the July 5, 1994 meeting of the Government Efficiency and Labor Committee.

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Item 16 - File 64-94-8

Department: Real Estate Department
Employees' Retirement System

Item: Resolution authorizing a lease renewal at 1155 Market Street, for the Employees' Retirement System.

Location: 1155 Market Street (Second Floor)

Purpose of Lease: Office space for Employees' Retirement System

Lessor: 1155 Market Street Partners

No. of Sq. Ft. and Cost/Month: Approximately 11,980 sq. ft. @ 1.291667/sq. ft. per month = \$15,474.17 per month

Annual Cost: \$185,690.04

% Decrease over 1993-94: The 1993-94 cost of the current lease, which commenced July 1, 1989 and will expire on June 30, 1994, was \$188,808, or \$15,734 per month and \$1.31335 per square foot per month. According to Mr. Charlie Dunn of the Real Estate Department, the proposed lease renewal would provide for an annual decrease of \$3,117.96, or 1.65 percent, over the 1993-94 lease rate, because the Real Estate Department was successful in negotiating a decrease.

Utilities and Janitor: Janitorial services would be provided by the Lessor. The City would need to pay its separately metered electricity costs from the Retirement Trust Fund.

Term of Lease: July 1, 1994 through June 30, 1999 (five years)

Right of Renewal: Yes. The proposed lease provides the City with one 5-year option to renew the term at 95 percent of the then fair market rent.

Source of Funds: Retirement Trust Fund

Comments:

1. Mr. Dunn reports that the new rental rate of \$1.291667 per square foot per month for space at 1155 Market Street, second floor, is at or below the fair market value.

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2. According to Mr. Robert Parmelee of the Employees' Retirement System, the electricity costs for the second floor of 1155 Market are estimated at \$3,700 a year, which equates to approximately \$308 a month. Mr. Parmelee reports that electricity costs for the leased area have ranged from \$3,500 to \$3,700 a year for the past three years.

Recommendation: Approve the proposed resolution.

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Item 17 - File 51-93-2.1

Note: This item was severed from File 51-93-2 and continued by the Government Efficiency and Labor Committee at its meeting of August 18, 1993.

1. The proposed hearing is to consider the claim of reimbursement for the cost of personal property which was damaged in the line of duty and requested by Mr. James Ilnicki, of the Airports Commission.

2. Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. The Controller's Office recommended that Mr. James Ilnicki's claim for \$416.76 be denied on technical grounds because Mr. Ilnicki's automobile is not required for the performance of his job duties.

Comment

The Controller has certified that if the Board of Supervisors approves the proposed employee claim, funds are available for this reimbursement. The source of funds is Claims and Judgments, General Fund, included in the 1993-94 budget.

Recommendation

Approval of the proposed claim is a policy matter for the Board of Supervisors. If the Board wants to approve this employee's claim, prepare in and report out of Committee a resolution authorizing reimbursement for \$416.76.

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Item 18 - File 51-94-1

1. The proposed resolution would authorize the reimbursement for the cost of personal property of City and County employees, which was damaged in the line of duty during January, February and March, 1994.

2. Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. Of the 11 employee claims submitted, the Controller's Office has recommended that six claims be denied and five claims be paid. The total reimbursement amount for the five claims to be paid is \$413.22 (see Attachment).

Comment

The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, included in the 1993-94 budget.

Recommendation

Approve the proposed resolution.

File No. 51-94-1
Date: May 27, 1994

**REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES**

<u>Department Claimant</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>	<u>Controller's Comments</u>
<u>Human Resources</u>			
May Yung	43.39	-0-	Deny, no evidence of City responsibility.
<u>Public Health</u>			
Lucrecia G. Mellegers	243.41	-0-	Deny, no evidence of City responsibility and the items were not work-related.
Jerome Johnson	162.00	-0-	Deny on technical grounds, although the theft occurred through no apparent fault of the employee.
Jonathan Mermin	150.00	150.00	Allow, the incident occurred through no fault of the employee.
Marsha Goldberg	41.22	41.22	Allow, as claimed for replacement of youth program materials.
Damien McKnight	155.00	-0-	Deny, the incident occurred through no apparent fault of the City and the items were not work-related.

<u>Department</u>	<u>Amount</u>	<u>Amount</u>	<u>Controller's</u>
<u>Claimant</u>	<u>Claimed</u>	<u>Recommended</u>	<u>Comments</u>

Public Health (continued...)

Martin Ellington	150.00	150.00	Allow, the incident occurred through no apparent fault of the employee.
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Juvenile Probation

Roderick Turner	42.00	42.00	Allow, the items were damaged in the performance of official duties.
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Elizabeth Aragon	30.00	30.00	Allow, the blouse was damaged in the performance of official duties.
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San Francisco General

Alysia Childs	130.00	-0-	Deny, the incident occurred through no apparent fault of the City and the items were not work-related.
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Alysia Childs	355.00	<u>-0-</u>	Deny, the incident occurred through no apparent fault of the City and the items were not work-related.
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GRAND TOTAL **\$413.22**

Memo to Government Efficiency and Labor Committee
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Item 27 - File 25-94-7

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 17, 1994.

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner/Coroner can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner.

Description: The Controller has determined that contracting for body removal services for fiscal year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$144,890	\$175,900
Benefits	31,643	36,493
Total	\$176,533	\$212,393
<u>Contracted Service Costs</u>	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>	\$70,283	\$106,143

- Comments:**
1. This is the first time that such body removal services will be contracted out.
 2. According to Mr. Herbert Hawley of the Medical Examiner/Coroner's Office, the Medical Examiner/Coroner's Office plans to issue a Request for Proposals (RFP) from private companies for these body removal services in June, 1994, pending approval of the proposed resolution. Mr. Hawley advises that the contract will be bid and awarded in accordance with the City's MBE/WBE Ordinance.
 3. Body removal services currently require three FTE Medical Examiner Investigators. Therefore, three Medical Examiner Investigators would be eliminated if these services were contracted out, according to the Medical

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 21, 1994 Government Efficiency and Labor Committee Meeting

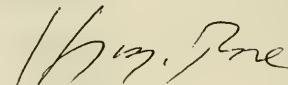
Examiner/Coroner's Office. The Medical Examiner/Coroner's Office advises that no City employees would be laid off if this service is contracted out because three vacancies currently exist in the Department. According to the Medical Examiner/Coroner's Office, if the proposed resolution is approved, the three vacant positions would be eliminated.

4. The Contracted Service Costs are based on a cost of \$55 if one person is needed to remove a body or \$70 if two people are required. Mr. Hawley reports that the contract would provide for the removal of approximately 1,700 persons.

5. According to Mr. Rubin Garcia of the Service Employees International Union, Local 790, the Union is not opposed to contracting out these services.

6. The Controller's supplemental questionnaire, with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Since this will be the first time that such services have been contracted out and since it is anticipated that three vacant Medical Examiner Investigator positions would be eliminated, approval of the proposed resolution is a policy matter for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Medical Examiner For time Period 07/01/1994 on
Contract Services Body Removal Service

- 1) Who performed services prior to contracting out?
Medical Examiner's Investigators as a part of their other duties
- 2) Number of City employees laid off as a result of contracting out?
0 (None)
- 3) If the employees were not laid off as a result of contracting out, what happened to them? One is probably being promoted, (pending exam)
One was terminated
One has resigned.
- 4) What percent of a City employee's time is spent on services to be contracted out?. Variable as removals are made on an as needed basis, but this is a small part of the investigators work.
- 5) How long have the services been contracted out? This is the first request, but this will be on-going .
- 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.
H. Hawley

Department Representative
Telephone: _____ 553-1694

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